

FORM OF TENDER

1.0 Introduction

The Form of Tender in CPS is used to document the estimated costs for the Work that will be carried out in a Contract. The Form of Tender > Reports function in CPS is used to generate the following forms.

- Proposed Work
- Services Sundry
- Acquisitions/Constructions of Physical Assets
- Recoverables
- Supplies by MTO to Contractors

The information is entered by the Designer in CPS using the various Form of Tender tabs.

2.0 Proposed Work

The Proposed Work form documents specific information about the Contract and the Estimated Cost of the Work associated with the Contract.

Proposed Work				
Group WP	WP Type	Contract No.	District	Highway
Included WPs:				
Type of Contract:				
Cost Centre:				
Region:				
Length:				
Improvement Type:				
Location:				
Regional Municipalities:				
Municipalities:				
Electoral Districts:				
Secondary Highways:				
Development Roads:				
Other Roads:				

Proposed Work				
Group WP	WP Type	Contract No.	District	Highway
Estimated Cost:				
1) Salaries and Wages (Engineering):\$0.00				
2) Transportation and Communications:\$0.00				
3) Services:				
Tender:\$0.00				
Sundry (4):\$0.00				
Miscellaneous:\$0.00				
Supplies by MTO to Contractors (5):\$0.00				
Acquisitions/Constructions of Physical Assets (6):				
Tender (HiCo):\$0.00				
Force Account Contingencies:\$0.00				
Utilities and Work by Others:\$0.00				
Transfer Payments and Recoverables (7):				
Transfer Payments:\$0.00				
Less Recoverables (8):\$0.00				
7) Total Estimated Cost:\$0.00				
 Recoverables From				
None				
Contract Information				

The information for this form is entered by the Designer in CPS using the Proposed Work and Cost Summary tabs. For a composite Work Project the individual Work Projects that were used to create the composite file will be shown automatically in the "Included WPs" field.

Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)	Acquisition (Utilities)	Recoverables to MTO	Recoverables to Province
1. Salaries And Wages (Engineering)							\$0.00
2. Transportation and Communication							\$0.00
3. Services							
- Tender		\$0.00					
- Sundry		\$0.00					
- Miscellaneous							\$0.00
4. Supplies By MTO							\$0.00
5. Acquisitions & Contingencies							
- Tender		\$0.00					
- Force Account & Contingencies		\$0.00					
- Utilities & Work by Others		\$0.00					\$0.00
6. Transfer Payments							
- Less Recoverables		\$0.00					\$0.00
7. Total Estimate Cost							\$0.00

The estimated cost of the Work to be carried out in a Contract includes:

- salaries and wages for engineering,
- transportation and communications,
- sundry work carried out by Ministry Forces,
- miscellaneous services,
- materials supplied by the Ministry to the Contractor,
- force account work to be completed by the Contractor,
- tender items,
- force account and contingencies, and
- utility work to be completed by others.

The estimated costs of the Work are summarized on the Cost Summary screen. Fields highlighted in grey cannot be edited; the information in these fields is automatically populated from information entered on other tabs such as Services Sundry. Fields highlighted in white can be edited; the information in these fields is entered by the Designer.

The "Total Estimate Cost" is the total cost of the Work minus any transfer payments and/or recoverables that will be received from other agencies, companies, or Provincial Ministries.

3.0 Allocation of Funds

Estimated costs must be accurately calculated so that adequate funds can be set aside for completion of the Work. The allocation of funds for the Work in a Contract, are assigned to various Standard Account Classifications (SAC) depending on how the Work is included in the Contract.

For example the majority of Work on a Capital Contract is usually included by way of Tender Items however certain work may not warrant a tender item. This may be work carried out by MTO, work negotiated with and carried out by the Contractor, or work carried out by others, such as Utility Companies.

The manner in which the various items of Work are to be included in the Contract is determined at the Regional Technical Review Meeting in consultation with the office associated with the specific type of work to be performed.

The allocation of funds is based on the SAC Codes associated with the Work. For example:

Code 4 - Funds set aside under this code include costs for Services Sundry work carried out by Ministry forces.

Code 6 - Funds set aside under this code include costs for the Tender Items, Force Account and Contingencies (foreseeable Work to be carried out by the Contractor), and Utilities and Work by Others (Work that will be carried out by others such as utility companies or municipalities).

Code 9 - Funds set aside under this code reflect monies to be recovered by MTO and/or the Ontario Provincial Government.

Information for the allocation of funds is detailed on the Services Sundry, Supplies by MTO to Contractors, Acquisitions/Constructions of Physical Assets, and Recoverables forms.

4.0 Services Sundry

The Services Sundry form (PH-CC-770) documents the Work to be carried out by the Ministry. This information is completed by the Designer after consultation with the Regional Operations Office at the Technical Review Meeting.

Services Sundry (4)					
Group WP	WP Type	Contract No.	District	Highway	
Description		U.O.M.	Quantity	Unit Price	Total
Grand Total:					\$0.00

The information for this form is entered by the Designer in CPS using the Services Sundry tab. The grand total is automatically carried forward to the corresponding field of the Cost Summary tab.

Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)	Acquisition (Utilities)	Recoverables to MTO	Recoverables to Province
#	Description	UOM	Quantity	Unit Price	Total		

Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)	Acquisition (Utilities)	Recoverables to MTO	Recoverables to Province
1.	Salaries And Wages (Engineering)						\$0.00
2.	Transportation and Communication						\$0.00
3.	Services						
	- Tender			\$0.00			
	- Sundry			\$0.00			
	- Miscellaneous			\$0.00		\$0.00	
4.	Supplies By MTO						\$0.00
5.	Acquisitions & Contingencies						
	- Tender			\$0.00			
	- Force Account & Contingencies			\$0.00			
	- Utilities & Work by Others			\$0.00		\$0.00	
6.	Transfer Payments						
	- Less Recoverables			\$0.00			\$0.00
7.	Total Estimate Cost						\$0.00

5.0 Acquisitions/Constructions of Physical Assets

The Acquisitions/Constructions of Physical Assets form (PH-CC-773) documents foreseeable Work to be carried out by the contractor for which a price is intended to be negotiated, and Work that will be carried out by others, such as a utility company or municipality.

The form is divided into two parts: Force Account and Contingencies, and Utilities and Work by Others.

Acquisitions/Constructions of Physical Assets (6)				
Group WP	WP Type	Contract No.	District	Highway

Force Accounts and Contingencies	U.O.M.	Quantity	Unit Price	Total
			Sub Total:	\$0.00

Utilities and Work by Others	Work Order	Utility Order	Total
			Sub Total:
			\$0.00

			Grand Total:	\$0.00
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The Sub Totals are automatically carried forward to the corresponding fields of the Cost Summary tab.

Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)	Acquisition (Utilities)	Recoverables to MTO	Recoverables to Province
1.	Salaries And Wages (Engineering)						\$0.00
2.	Transportation and Communication						\$0.00
3.	Services						
	- Tender			\$0.00			
	- Sundry			\$0.00			
	- Miscellaneous			\$0.00		\$0.00	
4.	Supplies By MTO						\$0.00
5.	Acquisitions & Contingencies						
	- Tender			\$0.00			
	- Force Account & Contingencies			\$0.00			
	- Utilities & Work by Others			\$0.00		\$0.00	
6.	Transfer Payments						
	- Less Recoverables			\$0.00			\$0.00
7.	Total Estimate Cost						\$0.00

The information for this form is entered by the Designer in CPS using the Acquisition (Force) and the Acquisition (Utilities) tabs in CPS.

a) Force Accounts and Contingencies

This part of the form contains the foreseeable force account operations expected to be carried out by the Contractor, as well as a percentage for unforeseen operations.

The Work specified under this heading is performed on a negotiated basis with the Contractor. A percent of tender for miscellaneous Force Account and Contingencies is required to be entered.

b) Utilities and Work by Others

This part of the form contains work to be carried out by others, such as installation of electrical work by a Municipality. The cost of relocation of utilities, necessitated by construction or reconstruction of a highway, is borne wholly or in part by the Ministry.

The commonly involved public utilities are:

- Towers and Poles of Ontario Hydro
- Poles of Telephone Companies
- Underground Cable (Bell, Hydro, DND, Airport Communications, etc.)
- Pipelines (Gas, Oil)
- Watermains and Sanitary sewers
- Cable TV
- Telecommunications

The Relocation of Utilities is to be included under the Grading and Drainage project or Structure and Approaches projects when applicable except when the Work Project is subdivided, in which case it can be included in Clearing and Grubbing, Grading and Drainage, or Granular Base and Paving projects.

Upon completion of all the technical and administrative requirements between MTO and affected Utility Authorities, the Designer will consult with the Regional

Operations Office to obtain the costs of the relocation of utilities and the availability of corresponding utility orders or work order numbers for the completion of Form PH-CC-773. This information is entered by the Designer in the space provided.

6.0 Recoverables to Ministry and Province

The Recoverables form documents funds to be recovered by the Ministry and by the Ontario Provincial Government.

The form is divided into two parts: Recoverables to Ministry and Recoverables to Province. The completed form is generated using the Reports function in CPS.

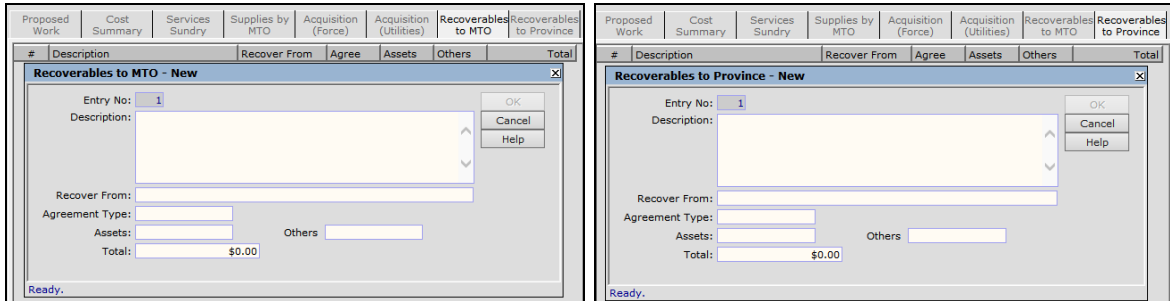
<u>Recoverables (9)</u>					
Group WP	WP Type	Contract No.	District	Highway	
Recoverables to Ministry :					
Description	Recover From	Agreement Type	Acq/Const Of Physical Assets (*)	Others (**)	Total
				Sub Total:	\$0.00
Recoverables to Province :					
Description	Recover From	Agreement Type	Acq/Const Of Physical Assets (*)	Others (**)	Total
				Sub Total:	\$0.00
				Grand Total:	\$0.00

* comprises: Tender, Force Accounts and Contingencies
 ** comprises: Engineering and Engineering Expenses, Supplies, Equipment, Services

The Grand Total is automatically carried forward to the corresponding field of the Cost Summary tab.

Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)	Acquisition (Utilities)	Recoverables to MTO	Recoverables to Province
1. Salaries And Wages (Engineering)						\$0.00	
2. Transportation and Communication						\$0.00	
3. Services							
- Tender				\$0.00			
- Sundry				\$0.00			
- Miscellaneous				\$0.00		\$0.00	
4. Supplies By MTO						\$0.00	
5. Acquisitions & Contingencies							
- Tender				\$0.00			
- Force Account & Contingencies				\$0.00			
- Utilities & Work by Others				\$0.00		\$0.00	
6. Transfer Payments							
- Less Recoverables				\$0.00		\$0.00	
7. Total Estimate Cost						\$0.00	

The information for this form is entered by the Designer in CPS using the Recoverables to MTO and Recoverables to Province tabs.



7.0 Supplies By MTO to Contractors

Certain materials required on MTO projects are sometimes supplied by the Ministry, to the Contractor. The information and costs associated with this Work is documented on the Supplies by MTO to Contractors form.

Supplies by MTO to Contractors (5)

Group WP	WP Type	Contract No.	District	Highway

(A) The MTO supplies the following materials F.O.B. haulage vehicle at a point within the limits of the contract which shall be as requested by the contractor but subject to the approval of the engineer:

Description	Supply Point	U.O.M.	Quantity	Unit Price	Total
Sub Total:					\$0.00

(B) The MTO supplies the following materials as indicated below:

Description	Supply Point	U.O.M.	Quantity	Unit Price	Total
Sub Total:					\$0.00

Grand Total:	\$0.00
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The Grand Total is automatically carried forward to the corresponding field of the Cost Summary tab.

Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)	Acquisition (Utilities)	Recoverables to MTO	Recoverables to Province
1. Salaries And Wages (Engineering)						\$0.00	
2. Transportation and Communication						\$0.00	
3. Services							
- Tender				\$0.00			
- Sundry				\$0.00			
- Miscellaneous				\$0.00		\$0.00	
4. Supplies By MTO						\$0.00	
5. Acquisitions & Contingencies							
- Tender				\$0.00			
- Force Account & Contingencies				\$0.00			
- Utilities & Work by Others				\$0.00		\$0.00	
6. Transfer Payments				\$0.00			
- Less Recoverables				\$0.00		\$0.00	
7. Total Estimate Cost						\$0.00	

The information for this form is entered by the Designer in CPS using the Supplies by MTO tab.

7.1 Schedule of Materials to be Supplied by the Owner

The information entered in the Supplies by MTO tab is also used to generate a Special Provision (SP) in the Tender Document titled "Schedule of Materials to be Supplied by the Owner". The information is automatically transferred to the SP when the Tender Document is generated in CPS.

Example

Form Of Tender								
Contract #:		2016-4002	Cost Centre:		937805	Construction Date:		01 May 2017
Region:		Eastern	Hwy:		401/15	Length (km):		12.0
Proposed Work	Cost Summary	Services Sundry	Supplies by MTO	Acquisition (Force)				
#	Description	Supply Point	FOB	UOM	Quantity	Unit Price	Total	
1	Build ON Signs	AMC Patrol Yard, :		each	4	\$1,500.00	\$6,000.00	
2	Overhead Signboards	AMC Patrol Yard, :		each	6	\$1,000.00	\$6,000.00	
3	Ground Mounted Signs	AMC Patrol Yard, :		each	24	\$500.00	\$12,000.00	
4	Date and Site Figures			each	2	\$100.00	\$200.00	

SCHEDULE OF MATERIALS TO BE SUPPLIED BY THE OWNER

Pursuant to Subsection GC 5.01, Supply of Material, this Special Provision lists all the Materials to be supplied by the Owner:

(A) **The Owner supplies the following Materials F.O.B. haulage vehicles at a point within the Working Area. Deliveries to the Working Area shall be as requested by the Contractor but subject to the approval of the Contract Administrator.**

Nil

The Contractor shall complete Owner's Standard Form PH-CC-765 "Contract Material Delivery Schedule", detailing the Contractor's required delivery date for each item of Material to be supplied by the Owner.

The form shall be completed in triplicate and returned to the Team Lead, Contract Tendering Section within the time limit specified by the Owner in a letter to the Contractor.

At any time following the required delivery date which the Contractor enters in Form PH-CC-765 for each item of Material, the Contractor shall either accept delivery of that Material when required by the supplier or shall make alternative arrangements satisfactory to the supplier which do not result in any additional cost to the Owner.

(B) **The Owner supplies the following Materials as indicated below:**

<u>Material</u>	<u>Quantity</u>	<u>Supply Point</u>
Build ON Signs	4 each	AMC Patrol Yard, 1010 Middle Road, Kingston ON
Overhead Signboards	6 each	AMC Patrol Yard, 1010 Middle Road, Kingston ON
Ground Mounted Signs	24 each	AMC Patrol Yard, 1010 Middle Road, Kingston ON
Date and Site Figures	2 each	

This Special Provision shall take precedence over all other Special Provisions with respect to the supply of the above materials.

THE CONTRACTOR SHALL SUPPLY **ALL** OTHER MATERIALS FOR THIS CONTRACT.

In some instances, at the discretion of the designer, the supply of some of the materials listed in this chapter may become the responsibility of the Contractor. Conversely the designer may specify that a material, normally supplied by the contractor, be supplied by the Ministry. It is therefore essential that all Ministry supplied materials are listed.

The phrase "All Ministry Supplied Materials" includes materials from Ministry stockpiles which the Contractor is obligated by contract to use, but not those materials for which the Contractor has the option to use or not to use.

7.2 List of Materials Supplied for Specific Tender Items

Table A lists materials sometimes supplied by MTO, along with the usual descriptions and typical prices that are entered in the FOT. Designers can obtain further information about specific items from Detail Estimating Sections B201 to B942 of this chapter.

**Table A
List of Tender Items Supplied by MTO**

CDED	Tender Items	Material to be Supplied	UOM
B304	Class 1, 2, 4, and 6 Aggregate, from Stockpile	Granular	t
B314	Granular A, B (Type I, II, or II), M, and O, from Stockpile	Granular	t
B703	Small Signs, Ground Mounted, New Small Signs, Relocation Small Signs, Removal	Ground Mounted Signs Contract Information Signs BUILD ON Signs	each
B707	Modified Overhead Signboards	Overhead Signboards	each
B799-10	Intermediate Signs, Ground Mounted, New Intermediate Signs, Relocation Intermediate Signs, Removal	See B703 examples above.	
B802	Topsoil from Stockpiles	Topsoil	m ³
		Bridge Site Figures Bridge Site Numbers Date and Site Figures OHS Identification Plate Structure Identification Numbers	each

7.3 Free on Board (F.O.B.)

Certain materials are supplied to an area within the contract limits whereas other materials are supplied to a point outside the contract limits such as a patrol yard or a stockpile site. Materials to be supplied by MTO to a supply point within the contract limits must be designated Free on Board (F.O.B.), a shipping term which designates the point of transfer of goods/materials. Important, since the owner is responsible for any losses or damage to the materials during transport to the supply point.

FOB is designated by toggling the appropriate box when entering the information in the FOT, Supplies By MTO dialogue box as shown below.

The screenshot shows a software dialog box titled "Supplies By MTO - Modify". It contains the following fields and controls:

- Entry No.:** 1
- U. O. M.:** each (dropdown menu)
- F.O.B.:**
- Description:** FOB Item (text area)
- Supply Point:** Working Area (text field)
- Quantity:** 10 (text field)
- Unit Price:** \$100.00 (text field)
- Total:** \$1,000.00 (text field)
- Buttons:** OK, Cancel, Help

A checkmark will be displayed on the FOT screen to indicate the material supplied FOB.

7.4 Manual Editing of the Schedule of Materials

Due to deficiencies in CPS the designer must edit the Schedule of Materials that is printed in the tender document as per the following examples.

Example 1 - Contract Contains Both FOB and Non FOB Supplies

Materials marked as FOB will incorrectly appear in section (B) of the schedule therefore the designer must cut and paste all FOB materials into section (A).

SCHEDULE OF MATERIALS TO BE SUPPLIED BY THE OWNER

Pursuant to Subsection GC5.01, Supply of Material, this Special Provision lists all the materials to be supplied by the Owner:

(A) The Owner supplies the following materials F.O.B. haulage vehicles at a point within the Working Area. Deliveries to the Working Area shall be as requested by the Contractor but subject to the approval of the Contract Administrator:

Material	Quantity	Supply Point
FOB Item	10 each	Working Area

The Contractor shall complete Owner's Standard Form PH-CC-765 "Contract Material Delivery Schedule", detailing the Contractor's required delivery date for each item of material to be supplied by the Owner.

The form shall be completed in triplicate and returned to the Head, Contracts Section within the time limit specified by the Owner in a letter to the Contractor.

At any time following the required delivery date which the Contractor enters in Form PH-CC-765 for each item of material, the Contractor shall either accept delivery of that material when required by the supplier or shall make alternative arrangements satisfactory to the supplier which do not result in any additional cost to the Owner.

(B) The Owner supplies the following materials as indicated below:

Material	Quantity	Supply Point
Non FOB Item	5 each	Patrol Yard

This special provision shall take precedence over all other special provisions with respect to the supply of the above materials.

THE CONTRACTOR SUPPLIES **ALL** OTHER MATERIALS FOR THIS CONTRACT.

Example 2 - Contract Contains Only Non FOB Materials

When there are no FOB materials the designer must manually enter N/A in section (A) as shown below.

SCHEDULE OF MATERIALS TO BE SUPPLIED BY THE OWNER

Pursuant to Subsection GC5.01, Supply of Material, this Special Provision lists all the materials to be supplied by the Owner:

(A) The Owner supplies the following materials F.O.B. haulage vehicles at a point within the Working Area. Deliveries to the Working Area shall be as requested by the Contractor but subject to the approval of the Contract Administrator:

N/A

The Contractor shall complete Owner's Standard Form PH-CC-765 "Contract Material Delivery Schedule", detailing the Contractor's required delivery date for each item of material to be supplied by the Owner.

The form shall be completed in triplicate and returned to the Head, Contracts Section within the time limit specified by the Owner in a letter to the Contractor.

At any time following the required delivery date which the Contractor enters in Form PH-CC-765 for each item of material, the Contractor shall either accept delivery of that material when required by the supplier or shall make alternative arrangements satisfactory to the supplier which do not result in any additional cost to the Owner.

(B) The Owner supplies the following materials as indicated below:

Material	Quantity	Supply Point
Non FOB Item	5 each	Patrol Yard

This special provision shall take precedence over all other special provisions with respect to the supply of the above materials.

THE CONTRACTOR SUPPLIES ALL OTHER MATERIALS FOR THIS CONTRACT.

Example 3 - Contract Contains Only FOB Materials

Designer shall move all FOB materials to section (A) and enter N/A in section (B) as shown below.

SCHEDULE OF MATERIALS TO BE SUPPLIED BY THE OWNER

Pursuant to Subsection GC5.01, Supply of Material, this Special Provision lists all the materials to be supplied by the Owner:

(A) The Owner supplies the following materials F.O.B. haulage vehicles at a point within the Working Area. Deliveries to the Working Area shall be as requested by the Contractor but subject to the approval of the Contract Administrator:

Material	Quantity	Supply Point
FOB Item	10 each	Working Area

The Contractor shall complete Owner's Standard Form PH-CC-765 "Contract Material Delivery Schedule", detailing the Contractor's required delivery date for each item of material to be supplied by the Owner.

The form shall be completed in triplicate and returned to the Head, Contracts Section within the time limit specified by the Owner in a letter to the Contractor.

At any time following the required delivery date which the Contractor enters in Form PH-CC-765 for each item of material, the Contractor shall either accept delivery of that material when required by the supplier or shall make alternative arrangements satisfactory to the supplier which do not result in any additional cost to the Owner.

(B) The Owner supplies the following materials as indicated below:

N/A

This special provision shall take precedence over all other special provisions with respect to the supply of the above materials.

THE CONTRACTOR SUPPLIES ALL OTHER MATERIALS FOR THIS CONTRACT.

Example 4 - Contract Does Not Contain any Materials Supplied by MTO

When nothing is entered in the Form of Tender / Supplies By MTO, the following schedule will appear in the tender document generated by CPS and does not require any further editing by the designer.

Schedule Of Materials To Be Supplied By The Owner

The Ministry shall supply NO materials for this contract.