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1.0 Introduction

The University of Guelph is accepting applications for a permanent Vendor of Record (VOR) list for construction projects with a value up to $1,000,000. This list was put into effect in May 2012, but vendors are able to apply at any point. The VOR list will be subject to annual review. New applications will be reviewed on an annual basis with the ability to get added onto the list. Vendors who are currently on the list are not required to re-apply.

The University will use the VOR list to select vendors to bid on construction work within the categories and cost ranges outlined in this document.

This document provides instructions for participating in this RFSQ process.

2.0 Categories

The VOR list is separated into categories and sub-categories within the cost ranges indicated below. Prequalified sub trades may be eligible to bid on projects with an overall construction value of up to $3,000,000 provided that the estimated component value of the sub trade’s work does not exceed their prequalified cost range.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Categories</th>
<th>Cost Range(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contractor</td>
<td></td>
<td>• $0-$50,000 *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• $50,001 - $250,000</td>
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<td>• $250,001-$500,000</td>
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<tr>
<td></td>
<td></td>
<td>• $500,001-$1,000,000</td>
</tr>
<tr>
<td>Mechanical Contractor</td>
<td>General Mechanical</td>
<td>• $0-$50,000 *</td>
</tr>
<tr>
<td></td>
<td>HVAC</td>
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<td></td>
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<td></td>
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<td></td>
<td>Natural Gas</td>
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<td>Civil Contractor</td>
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</tr>
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<td>Fire Suppression Contractor</td>
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<td>• $0-$50,000 *</td>
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<tr>
<td></td>
<td>Fire Alarm Installation</td>
<td>• $250,001-$500,000</td>
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<td></td>
<td></td>
<td>• $500,001-$1,000,000</td>
</tr>
<tr>
<td>Category</td>
<td>Sub-Categories</td>
<td>Cost Range(s)</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>High Voltage Equipment Maintenance Contractors</td>
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<td>$0-$50,000 *</td>
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<td>$50,001 - $250,000</td>
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<td>Building Restoration Contractor</td>
<td>• Flat Cold Applied</td>
<td>$0-$50,000 *</td>
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<td></td>
<td>• Sloped Shingle</td>
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<td>$500,001-$1,000,000</td>
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<td>$0-$50,000 *</td>
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<td>$50,001 - $250,000</td>
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<tr>
<td></td>
<td></td>
<td>$500,001-$1,000,000</td>
</tr>
</tbody>
</table>

* Contractors that are prequalified in the $0 - $50,000 category may be single sourced to perform work up to $25,000 on an as- needed basis.

### 3.0 Submission Deadline

Packages can be submitted to the undersigned at any point in the year up to **3:00 pm on the last working day of February annually**. Clearly indicate on envelope: **Request for Supplier Qualification – Contractor Vendor of Record List.** Address Submissions to:

Justin Selby, P.Eng.
Acting Manager, Construction Coordination
University of Guelph
J. C. Hersey Building (Building #60)
117 College Avenue East
Guelph, Ontario
N1G 2W1

Submit one original and two copies for EACH category applying for.

The closing time shall be determined by the digital time clock in the J.C. Hersey Building. Submissions which arrive after the deadline will be returned unopened and not considered.

Faxed or Emailed submissions will not be accepted.

If documents are being submitted via courier, the outside envelope must indicate that the contents are Request for Supplier Qualification documents.
It is the Proponent’s responsibility to ensure the Submission is received in the stated location and before the closing time. Late Submissions will be returned unopened.

Submissions shall be completed in ink or in a typed format.

**4.0 Modification or Withdrawal of Submission**

A Submission that is in the possession of the University may be withdrawn or altered prior to the submission deadline. Alterations may be made by letter bearing the signature and name of the person authorized for submitting.

A modification to the Submission should indicate the addition, subtraction or other changes in the Submission.

**5.0 Inquiries and Addendums**

Submit inquiries by email to justin@pr.uoguelph.ca. All inquiries, clarifications, answers and addendums will be posted on the Physical Resources website only (www.pr.uoguelph.ca/pr/contractor_list_and_information.shtml). The deadline for inquiries is Feb 21 annually.

**6.0 Submission Package**

Packages are to contain the following documentation in the order shown.

1. **University Forms**

   Complete and provide the following forms located in Appendix A – Appendix C:
   - Appendix A – Contact Information and Checklist
   - Appendix B – Declaration of Conflict of Interest
   - Appendix C – Confirmation of Terms and Conditions

2. **Organization and Experience**

   Provide the following on a maximum of two one sided pages:
   - description of firm and the type of services offered
   - company background and brief history
   - ownership, organization and management structure
   - experience of the firm on relevant projects

3. **CCDC 11- 2016**

   Provide a completed CCDC 11- 2016 document. The CCDC 11-2016 must demonstrate the following:
   - That your firm has completed and is currently working on contracts of a similar scope and cost range to the categories, sub-categories and cost ranges
that are being applied for.
• Complete contact information for clients and consultants that are referenced.

4. **Reference Projects**

Provide an expanded summary for three of the projects listed in your CCDC 11-2016 document. The selected projects are expected to demonstrate that your firm has a range of experience doing work in the category, sub-categories and cost range(s) applying for. Limit to one single sided page per project.

Summaries are expected to include the following:
• Project title
• Client
• Consultant
• Staffing
• Project description – highlight items such as scope of work, contract value, project challenges, project successes, value added, etc.

5. **Resumes**

Provide resumes of project managers and site supervisors that would potentially be assigned to future projects.

Resumes are expected to include the following:
• Education
• Professional designations
• Years of experience
• Project portfolio highlight items such as scope of work, contract value, client, project successes, etc.

6. **Reference Letters**

Provide three recent reference letters from clients or consultants. Include contact information of the person and organization providing the reference. References may be contacted.

7. **Insurance**

A signed, valid, “Certification of Insurance” on a standard form provided by a nationally recognized insurance company is required. The certificate must include general liability insurance of not less than $2,000,000 per occurrence, and owned automobile insurance of not less than $2,000,000.

Please be aware that the University will expect to be named as “additionally insured” to the Proponent's insurance, should the Proponent be awarded a contract.
The University will accept a Proponent’s required certificate documents for existing insurance coverage should the Proponent not currently have the required coverage, with a written caveat, to accompany the required certificates that required insurance coverage would be increased to the University’s requirements upon award of a contract.

8. **Bonding ($500,001 - $1,000,000 only)**

Proponents applying in the $500,001 - $1,000,000 cost range to include a letter from a recognized bonding company confirming that they have the ability to obtain 50% performance bond and 50% labour and material bond for projects with a value up to $1,000,000.

9. **Authorization to Obtain Financial Information and Perform Reference Checks**

Provide a signed letter authorizing the University of Guelph to obtain financial information and conduct reference checks for the purpose of this RFSQ exercise.

10. **Health and Safety**

Provide the following Health and Safety related documentation:

- WSIB Clearance Certificate
- A letter confirming that your firm has a Health and Safety Policy in place that meets or exceeds the Occupational Health and Safety Act requirements.
- A copy of your one page Health and Safety Policy statement.
- An executive summary of your firm’s health and safety philosophy and program. Please limit to a maximum of two single sided pages.

Please do not include a copy of your firm’s Health and Safety Manual with this RFSQ.

7.0 **Evaluation**

1. **Mandatory Requirements**

Submissions must include the following:

- U of G forms in Appendix A, B and C
- Completed CCDC 11-2016
- “Certificate of Insurance” indicating required coverage
- “Agreement to Bond” letter for the $500,001 - $1,000,000 cost range
- WSIB Clearance Certificate
- Confirmation of Corporate Health & Safety Policy
- Authorization to perform reference checks

Packages missing ANY of the mandatory requirement items listed above will be deemed
non-compliant and will not be considered for further evaluation.

2. Evaluation Criteria

A team of at least three (3) individuals will evaluate compliant Submissions. Each member of the evaluation team will score the Submissions separately using a point system for each of the criteria. Each criterion will be assigned a score from 0.0-10.0 and weighted as presented in the table below. The weighted average of the evaluation team scores will determine the final score.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization and Experience</td>
<td>15</td>
</tr>
<tr>
<td>Proposed Project Manager(s)</td>
<td>5</td>
</tr>
<tr>
<td>Proposed Site Supervisor(s)</td>
<td>5</td>
</tr>
<tr>
<td>CCDC 11-2016</td>
<td>20</td>
</tr>
<tr>
<td>Reference Project 1</td>
<td>5</td>
</tr>
<tr>
<td>Reference Project 2</td>
<td>5</td>
</tr>
<tr>
<td>Reference Project 3</td>
<td>5</td>
</tr>
<tr>
<td>Reference 1</td>
<td>5</td>
</tr>
<tr>
<td>Reference 2</td>
<td>5</td>
</tr>
<tr>
<td>Reference 3</td>
<td>5</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>20</td>
</tr>
</tbody>
</table>

Total: 100

8.0 Notification

1. Award

Selection of the Proponents will be based on the highest scores resulting from the evaluation. The University intends to prequalify up to eight contractors in each category, subcategory and cost range. The final number of contractors selected will be established by a natural break in the overall scoring.

Should there be a tie in the scores of the selected Proponents after evaluation of their submissions, the University reserves the right to either prequalify both or neither of the Proponents, depending on the cumulative scores and relative ranking.

Vendors must receive comparable scores to the initial RFSQ results in order to be considered for a category, and there must be room on the VOR list to add contractors in order for new applicants to be successfully added to the list.

Each successful contractor will be notified by a letter advising the category and cost range(s) they have prequalified for. To finalize placement on the VOR list, the successful contractors will be required to submit the following to finalize their prequalification:

- A copy of their company Health and Safety Policy and Policy Statement.
University of Guelph Request for Supplier Qualification
Contractor Vendor of Record List - Various Projects

- A certificate of insurance naming the University of Guelph as additional insured.
- A signed copy of the University’s Standard Terms and Conditions document.
- Any other documentation requested.

2. **Regrets**

Regret letters will be sent to all unsuccessful contractors.

**9.0 Yearly Review**

While it will not be necessary for contractors on the VOR list to resubmit for prequalification on a yearly basis, the VOR list will be subject to annual committee review. This review will generally consist of the following:
- Confirmation from contractors that they wish to remain on the list.
- Removal of contractors due to performance issues.
- Addition of new contractors who apply through the year and are deemed to be prequalified based on evaluations conducted in accordance with this RFSQ.
- Update insurance certificates.
- Other information and documentation as requested.

**10.0 RFSQ Terms and Conditions**

This is a RFSQ and not a call for bids. Accordingly, participation in this process shall not give rise to any liability, contractual or otherwise, on the part of The University. Similarly, Submission shall not create any obligation on the part of a proponent to enter into an Agreement.

Submissions received later than the specified closing time will be rejected and returned unopened.

The University shall not be liable for any costs incurred by Proponents in the preparation of their Submission responses to this request. Furthermore, the University shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the University of any Submission, or by reason of any delay in the acceptance of the response.

The University reserves the right to modify any and all requirements stated in the RFSQ by an addendum at any time prior to the deadline for submissions.

The University reserves the right to accept or reject any or all Submissions following the criteria outlined in this RFSQ, and to request and obtain further information not adequately addressed in their initial Submissions or written clarification to address specific requirements from Proponents at any time.
The University reserves the right to undertake a RFSQ to replace all or a portion of the categories of the VOR list established by this RFSQ at any time.

The University may not necessarily invite bids from all or any of the contractors on the pre-qualified list. Being on the pre-qualified list does not guarantee any contractor either the right to participate in a specific tender or any tender or the right to any contract for the supply of materials or services.

Procurements resulting from this RFSQ will be subject to the Canadian Agreement on Internal Trade (AIT) Annex 502.4.

The University will not prequalify firms with whom the University is or may be in litigation. If litigation is commenced by or against a Proponent after prequalification for another project or at any time up to award of a contract, the Proponent shall be declared ineligible to be awarded a contract and removed from consideration.

1. **Accessibility for Ontarians with Disabilities Act (AODA)**
   The University is committed to fostering, creating and maintaining an accessible environment for all individuals under the Accessibility for Ontarians with Disabilities Act (AODA).

   Each Proponent agrees to:

   (a) comply with the accessibility standards established under the AODA by the Ontario Government and adhere to the University's policies and procedures in regards to accessibility as well as to ensure all of its subcontractors similarly do the same;
   (b) ensure that training on the requirements of the accessibility standards are provided to those of its employees who will be working with the public (students, staff, faculty, visitors or other third parties) at, or on behalf of, the University and who participate in developing the proponent's policies, practices or procedures;
   (c) keep records of such training; and
   (d) provide such records when required by the University.

   For proponent(s) who will be working with the public (students, staff, faculty, visitors or other third parties) at, or on behalf of, the University, the University will require the successful proponent(s), upon Notice of Award, to provide to the University with a signed AODA Supplier Compliance Form prior to commencing any work for the University.

2. **Human Rights and Sexual and Gender Harassment Policies**
   Proponents agree to be governed by the provisions of the Ontario Human Rights Code. In furtherance of the commitment, the Proponents agree to comply with the provisions of the University’s Human Rights Policy and Procedures. The Proponents also agree to comply with any successor policies and procedures to the document that the Owner’s Board of Governors may approve. Proponents shall refer to [www.uoguelph.ca/hre/hr.shtml](http://www.uoguelph.ca/hre/hr.shtml) for more information.
11.0 Confidentiality

A Proponent receiving this RFSQ may not use, disclose, or duplicate it for any purpose other than to prepare a response.

The Proponent shall keep the University’s data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the University. Receipt of this RFSQ does not entitle the Proponent to associate its services with the University in any way, nor represents in any way that the University has employed or endorsed the Proponent’s services. Any such association or endorsement being contemplated by the Proponent must receive the prior written approval of The University.

The University will not disclose or share one Proponent's response to this RFSQ with other Proponents or other organizations until after award of a contract.

A Submission indicates acceptance by the Proponent of all of the conditions contained in this Request for Supplier Qualification unless clearly and specifically noted in the Submission and confirmed in the formal contract between the University and the Proponent. Deviations from the Request for Supplier Qualification must be clearly identified in the written submission.

All correspondence, documentation and information provided to staff of the University by any Proponent in connection with, or arising out of this RFSQ, and the submission will become the property of the University.

Proponents are advised to identify in their Submission any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. Any such information in the Proponents’ Submission that is not specifically identified as confidential will be treated as public information. All correspondence, documentation and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponent’s Submission to this RFSQ.

Any confidential information supplied to the University may be disclosed by the University where it is obliged to do so under FIPPA and/or PHIPPA, by an order of a court or tribunal, or otherwise required by law.

12.0 Conflict of Interest

The Proponent agrees to be bound by the following requirements.

Except as identified in the Submission, the Proponent must complete the “Declaration of Conflict of Interest” form, located in Appendix B, certifying that:

1. That no person either natural or body corporate, other than the Proponent, has or will have any interest or share in this Submission or in the proposed Agreement.
2. That there is no collusion or arrangement between the Proponent and any other Proponent(s) in connection with this RFSQ.
3. That the Proponent has no knowledge of the contents of other Submissions and has made no comparison of figures, agreements, arrangements, expressed or implied, with any other party in connection with the making of the Submission.

Neither the Proponent nor members of his/her immediate family or any employee of the Proponent shall have any direct or indirect interest in any other entity that provides goods or services to the Project. Proponents shall immediately disclose any potential conflict of interest should it arise before, during or after this RFSQ and/or any award of any contract.

Neither the Proponent nor members of his/her immediate family or any employee of the Proponent shall offer or receive any reimbursement from or to any employee of The University, from or to any vendor, consultant or contractor employed by The University except as token gifts in accordance with University policy governing this matter.

**13.0 Acceptance of Conditions**

A Submission by the Proponent indicates acceptance of all of the conditions contained in the RFSQ unless clearly and specifically noted in the Submission. Any deviation from the RFSQ must be clearly identified in the written submission.

The Proponent is expected to complete the Confirmation of Terms and Conditions found in Appendix C.
Appendix A - Contact Information and Checklist

Company Name: ________________________________

Contact Name: ________________________________

Address: ________________________________

______________________________

______________________________

Telephone: ____________  Extension: ____________

Fax: ____________

Email: ________________________________

Website: ________________________________
Select **ONE** of the categories on the following table that you wish to apply for. A separate package is required for **each** category applying for. Where applicable, multiple sub-categories and cost ranges can be included in the same package.

<table>
<thead>
<tr>
<th>Category (Check Only One Per Submission Package)</th>
<th>Sub-Categories (Check all that apply)</th>
<th>Cost Range(s) (Check all that apply)</th>
</tr>
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<tr>
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<tr>
<td></td>
<td>Sloped Shingle</td>
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</tbody>
</table>
Appendix B - Declaration of Conflict of Interest

REQUEST FOR SUPPLIER QUALIFICATION

☐ NO CONFLICT OF INTEREST per Section 12.0 of RFSQ

☐ CONFLICT OF INTEREST (Explain Below)

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(Attach additional pages if needed)
I declare that the information given above is true to the best of my knowledge and belief.

Company Name: ....................................................................................................................................

Date: .......................................................................................................................................................

Authorized Signature ....................................................................................................................................

Name: .....................................................................................................................................................

Title: .....................................................................................................................................................
Appendix C - Confirmation of Terms and Conditions

REQUEST FOR SUPPLIER QUALIFICATION

I/we have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data. I hereby acknowledge that I have read, understand and agree to the Agreement Terms and Conditions as listed.

Unless expressly indicated otherwise in the Submission, or unless otherwise agrees by the University, all the terms and conditions of this Request for Supplier Qualification are accepted by the Proponent and incorporated in its Submission that will later form part of the Agreement between the University and the Proponent.

I/we herein expressly waive any right of action against the University, its employees, agents, or assigns, arising out of or in connection with its participation in this Request for Supplier Qualification process.

I/we agree that this Submission in its entirety be irrevocable for ninety (90) days from the date of submission of the Submission to the University.

I/we herein acknowledge receipt of Addenda #_______to # _______ inclusive.

Firm Legal Name: __________________________________________________________

Signature of Signing Officer: ________________________________________________

(I have the authority to bind the Corporation)

Print Name: __________________________________________________________________

Title: _____________________________________________________________________

Address: ___________________________________________________________________

Postal Code: __________________________________________________________________

Date: _______________________________________________________________________

Phone # (_____)________________________________________________________________

Fax # (_____)_________________________________________________________________

E-Mail Address: _______________________________________________________________