

THAMES VALLEY DISTRICT SCHOOL BOARD
Request for Pre-Qualification #505
of Window Contractors
for the Supply and Installation of Exterior Aluminum
Replacement Windows and Door Systems
WORKSHEET A

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
1.0	INTRODUCTION		
1.1	The Thames Valley District School Board (TVDSB) invites interested Window Contractors to respond to this Request for Pre-qualification.		
1.1	PURPOSE		
1.1.1	The TVDSB proposes to install and replace exterior aluminum windows and door systems at several schools.		
1.1.2	In order to be eligible to bid the above projects Window Contractors must first be pre-qualified. Tender submissions will only be accepted from those Window Contractors who have been successfully pre-qualified.		
1.1.3	Return Date: 12:00:00 noon local time Wednesday, December 15, 2010.		
1.2	TERMS		
1.2.1	The term of any pre-qualification of a Contractor shall be (1) year commencing January 2011 and unless otherwise provided herein, terminating on December 31, 2011.		
1.2.2	The TVDSB may, at the end of the initial pre-qualification period, extend the pre-qualification of the Contractor for an additional two years in one year increments. The TVDSB will advise the Contractor in writing, of their intentions.		
2.0	PRE-QUALIFICATION DEFINITIONS AND INFORMATION		
2.1	The following words are used throughout this pre-qualification document and contractors should note these conditions when completing their pre-qualification submission.		
2.1.1	The word " MUST " - Contractors " must " include the required information in the pre-qualification submission. Failure to include the required information will deem the pre-qualification submission noncompliant .		
2.1.2	The word " SHOULD " - Contractors " should " include the required information in the pre-qualification submission.		
2.1.3	The word " NONCOMPLIANT " - Pre-Qualification submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.4	The word " CONTRACTOR " shall mean a person, firm or company to perform all or any portion of this pre-qualification.		
2.1.5	The word " SUBCONTRACTOR " shall mean a person, firm or company hired by the contractor(s) or the successful contractor(s) to perform all or any portion of this pre-qualification.		
2.1.6	The word " QUALIFIED " will mean a Contractor who is compliant and has included the required information in their pre-qualification submission.		

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2.1.7	PRE-QUALIFICATION IRREGULATORY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a pre-qualification response for the purposes of this Pre-qualification; pre-qualification irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be in the sole discretion of the TVDSB.		
2.1.7.1	Major Irregularity: A deviation from the pre-qualification request which relates to information that is material to the determination as to whether a contractor should be pre-qualified. If the deviation is permitted, the contractor could gain an unfair advantage over competitors. The TVDSB will reject any pre-qualification submission which contains a major irregularity.		
2.1.7.2	Minor Irregularity: A deviation from the pre-qualification request which affects form, rather than substance. The effect is not material to the determination as to whether a contractor should be pre-qualified or an ambiguity that can be categorized as a clerical error where mandatory information was inadvertently not included in the submission. If the deviation is permitted or corrected the contractor would not gain an unfair advantage over competitors. The TVDSB may permit the contractor to correct a minor irregularity.		
2.2	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of pre-qualification request a contractor to correct minor irregularity items of non compliance on any pre-qualification submissions which do not strictly comply with the provisions, procedures and requirements of this Pre-qualification, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All contractors agree to provide all such additional information as, and when requested, at their own expense, provided no contractor in supplying any such information shall be allowed, in any way materially alter or add to the submission originally proposed.		
3.0	SUBMISSION REQUIREMENTS		
	Pre-qualification of a Contractor will be based on the Contractor meeting the following requirements to the satisfaction of the TVDSB:		
3.1	The contractor must not have a conflict of interest with the TVDSB.		
3.2	The contractor should submit resumes of all staff members in a supervisory capacity who would be assigned to the work.		
3.3	The contractor should submit a listing of personnel and equipment to be assigned to TVDSB projects in Worksheet C.		
3.4	The contractor should submit from its bonding company a letter indicating bonding capabilities and limitations. Projects may require bonding.		

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3.5	The contractor should submit a financial reference completed by a Canadian Bank or Financial Institution stating maximum credit limits and capabilities.		
3.6	The contractor should submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits. These limits should be in accordance with the current Standard Construction Document 2 (CCDC 2), Section GC11.1. A minimum of \$5,000,000.00 for Comprehensive Commercial General Liability coverage is required. The General Contractor must ensure that <u>all</u> subcontractors are either covered under the Contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the Contractor does not have the minimum coverage, the insurer must confirm that such coverage can be obtained if the Contractor is pre-qualified.		
3.7	Contractors must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB		
3.7.1	The contractor should submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits. These limits should be in accordance with the current Standard Construction Document 2 (CCDC 2), Section GC11.1. A minimum of \$2,000,000.00 Automotive Liability Insurance coverage is required for company owned vehicles and a minimum of \$1,000,000.00 for employee owned vehicles. The General Contractor must ensure that all subcontractors are either covered under the Contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the Contractor does not have the minimum coverage, the insurer must confirm that such coverage can be obtained if the Contractor is pre-qualified.		
3.8	The Contractor should submit a Workplace Safety and Insurance Board current CAD7, or NEER or MAP Document.		
3.9	The Contractor should submit a current Clearance Certificate from the Workplace Safety and Insurance Board.		
3.10	The Contractor must submit a completed Standard Construction Document "C.C.D.C. 11 Contractors' Qualification Statement." Ensure the inclusion of a list of recently completed similar size school projects.		
3.11	The Contactor should submit a copy of their health and safety policy.		
3.12	Contractors interested in pre-qualifying are advised that experience in expediting this type of work is mandatory.		
3.13	Contractors should submit three job related references complete with a contact name, fax number, email and phone number in Worksheet B. The job related references should be from projects of a similar nature.		
3.14	It is the responsibility of the Contractor to ensure that they have submitted all information concerning the requirements of this Request for Pre-qualification.		

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3.15	The TVDSB may cancel or withdraw this Request for Pre-Qualification for any reason without incurring any cost or liability to any Contractor including expenses incurred in the preparation of the submission.		
4.0	The TVDSB reserves the right TO DISQUALIFY from the Request for Pre-qualification process:		
4.1	an individual who has; or		
4.2	an individual who was a shareholder or officer or director, of a corporation or partner in a partnership that has; or		
4.3	a corporation or partnership that has; or		
4.4	a corporation with a shareholder or officer, or director, or partnership with a partner who has; or		
4.5	a corporation or partnership that is, or was, a shareholder of a corporation or partner in a partnership that has; or		
4.6	a corporation that has a shareholder or officer, or director, or partnership that has a partner who is also a shareholder or officer or director of another corporation or a partner in another partnership that has;		
4.7	had a bond retained, or		
4.8	had all or part of a performance bond retained, or		
4.9	breached a contract with the TVDSB, or		
4.10	failed to complete its obligations under any prior contract with the TVDSB to the satisfaction of the TVDSB. (The determination of which shall be within the sole discretion of the TVDSB), or		
4.11	has commenced litigation against the TVDSB in relation to a previous contractual or other relationship.		
5.0	BIDDER'S RESPONSE GUIDE		
5.1	Each submission should be structured using only the criteria identified in this document. When submitting the pre-qualification, contractors should use the same numbering format as on this pre-qualification document.		
5.2	The pre-qualification submission must include:		
5.2.1	Printed and signed copies of all Appendices.		
5.3	One Diskette or CD with the following files:		
5.3.1	Worksheet A in Excel format - Electronic response required.		
5.3.2	Worksheet B in Excel format - Electronic response required.		
5.3.3	Worksheet C in Excel format - Electronic response required.		
5.4	It is the bidder's responsibility to ensure that the necessary "files" are on the diskette or CD.		
5.5	Failure to respond in electronic format will deem the bid noncompliant.		
5.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 14 - Labeling of Envelope).		
5.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
6.0	EVALUATION PROCESS		

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WORKSHEET A

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6.1	An evaluation committee will be established to evaluate pre-qualification submissions.		
6.2	All bid submissions will first be evaluated on their compliance with the requirements of the pre-qualification document.		
6.2.1	Ability to supply the requirements identified in the Pre-qualification and other relevant sections.		
6.2.2	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown on Worksheet D - Criteria and Weighting.		
6.2.3	In the event of a tie score the TVDSB will resolve the tie by drawing names. Both parties will have representation at the draw.		
7.0	AWARD AND NOTIFICATION OF CONTRACT		
7.1	The results of this pre-qualification will be posted to the TVDSB web site as soon as decisions have been made:		
7.1.1	www.tvdsb.ca		
7.1.2	Click on "Board", "Purchasing"		
7.1.3	Click on "Bids"		
7.1.4	Scroll to the end of the document, click		
7.1.5	"Proceed to inquiry/download page".		
7.1.6	Proceed to the Bid, Click		
7.1.7	"Results - Check Mark"		
7.1.8	View documents in PDF format.		
8.0	DEBRIEFING		
8.1	Not later than 60 days following the date of posting of a contract award notification in respect to this Pre-qualification a Contractor may contact the Pre-qualification Coordinator requesting a debriefing from the Purchaser, and the Purchaser shall conduct such debriefing in accordance with the requirements of the Supply Chain Guideline.		
8.2	Any request that is not timely received will not be considered and the Contractor will be notified in writing.		
8.3	Contractors should note that, regardless of the time of submission of a request by a Contractor, debriefings will not be provided until such time as a contract award notification has been posted.		
9.0	BID PROTEST PROCEDURE		
9.1	In the event that a Contractor wishes to review the decision of the Purchaser in respect of any material aspect of the Pre-qualification process, and subject to having attended a debriefing, the Contractor shall submit a protest in writing to the Purchaser within 10 days from such a debriefing.		
9.2	Any protest in writing that is not timely received, will not be considered and the Contractor will be notified in writing.		

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WORKSHEET A

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8.3	A protest in writing shall include the following:		
9.3.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
9.3.2	A specific description of each act alleged to have breached the procurement process;		
9.3.3	A precise statement of the relevant facts;		
9.3.4	An identification of the issues to be resolved;		
9.3.5	The Contractor's arguments and supporting documentation; and		
9.3.5	The Contractor's requested remedy.		
10.0	QUESTIONS		
10.1	Interested Contractors should forward any questions related to this Request for Pre-qualification in writing to Stacey Shoemaker, Buyer by facsimile: (519) 452-2399 or E-mail: stacey.shoemaker1@tvdsb.on.ca.		
10.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker. The TVDSB will only be bound by written answers to questions.		
11.0	DOWNLOADING BID DOCUMENTS		
11.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
11.2	Click "Board", "Purchasing"		
11.3	Click on "Bids"		
11.4	Scroll to the end of the document, click		
11.5	"Proceed to Inquiry/Download page"		
11.6	Click on the "Name of the Bid" to view documents in PDF format.		
11.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
11.8	All bid files are available for downloading at no charge from the TVDSB web site.		
12.0	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
12.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
12.2	Download the executables from our web site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
12.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
12.4	To begin the Bid Program:		

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12.4.1	Go to Windows Explorer		
12.4.2	Click on C:\ drive		
12.4.3	Open the folder "lbtender"		
12.4.4	Double click on the "Appendices505.xls file" to open the program		
12.4.5	The following files will be installed in the C:\lbtender directory: Appendices 505.xls with the following worksheets:		
12.4.6	Worksheet A - Terms and Conditions in Excel format		
12.4.7	Worksheet B - References in Excel format		
12.4.8	Worksheet C - List of personnel and equipment in Excel format		
12.4.9	Worksheet D - Criteria and Weighting in Excel format - no response required		
13.0	THE RETURN DISKETTE OR CD:		
13.1	After all bids have been entered:		
13.1.1	Copy Appendices to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
13.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
13.1.3	Be sure to label your diskette or CD with company name and signature.		
13.2	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
14.0	LABELING OF ENVELOPE		
14.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
14.1.1	From - Company Name & Address		
14.1.2	To: OFFICE OF THE TENDERS CLERK		
14.1.3	Thames Valley District School Board		
14.1.4	EDUCATION CENTRE,		
14.1.5	1250 Dundas Street,		
14.1.6	LONDON, Ontario		
14.1.7	N5W 5P2		
14.1.8	"Window Contractor Pre-qualification."		
14.1.9	Bid #505		
14.1.10	Return Date: Wednesday, December 15, 2010.		
15.0	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		

FIRM NAME: _____

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15.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
15.1.1	"Window Contractor Pre-qualification."		
15.1.2	Bid #505		
15.1.3	Return Date: Wednesday, December 15, 2010.		
15.1.4	Signature:		
15.1.5	Firm Name:		
16.0	RETURN LOCATION AND IMPORTANT DATES		
16.1	Contractors should submit four (4) copies of its pre-qualification and (1) one diskette or CD in one (1) sealed envelope clearly marked "Window Contractor pre-qualification" and must be delivered prior to 12:00:00 P.M. (noon) local time, Wednesday, December 15, 2010 to: Tender Clerk, Box - Basement Thames Valley District School Board 1250 Dundas Street London ON N5W 4P2 Facsimile submissions will NOT be accepted.		
17.0	SIGNATURE PAGE		
17.1	This page must be completed, signed below and must be included with your submission for your pre-qualification to be accepted.		
17.2	I hereby acknowledge and agree that I have read and completed all of the preceding Request for Pre-Qualification Terms and Conditions and all Appendices. All required Appendices are included in our pre-qualification submission.		
17.3	I/We the undersigned are duly authorized to execute this Pre-Qualification on behalf of:		
17.4	NAME (Please print):		
17.5	TITLE:		
17.6	SIGNATURE:		
17.7	FIRM NAME (You must state the correct legal name of the contractor including the name and style that it operates under):		
17.8	State the legal entity that your organization operates under:		
17.8.1	Proprietorship		
17.8.2	Partnership		
17.8.3	Corporation		

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17.8.4	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
17.8.5	The Contractor must provide the name of each individual Partner of a Partnership or each Shareholder and each Officer and Director of a privately held Coporation:		
17.8.6	E-MAIL ADDRESS:		
17.8.7	ADDRESS:		
17.8.8	INTERNET ADDRESS:		
17.8.9	TELEPHONE NO.:		
17.8.10	FAX NO.:		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
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of Window Contractors
Worksheet B - References

B1.0	REFERENCES	
	The Contractor must provide a minimum of three references where you have successfully completed projects of a similar nature. The reference must contain the following information:	
B1.1	Reference 1 - Company Name:	
	Reference 1 - Address:	
	Reference 1 - Contact Name:	
	Reference 1 - Phone Number:	
	Reference 1 - Fax Number:	
	Reference 1 - e-mail address:	
B1.2	Reference 2 - Company Name:	
	Reference 2 - Address:	
	Reference 2 - Contact Name:	
	Reference 2 - Phone Number:	
	Reference 2 - Fax Number:	
	Reference 2 - e-mail address:	
B1.3	Reference 3 - Company Name:	
	Reference 3 - Address:	
	Reference 3 - Contact Name:	
	Reference 3 - Phone Number:	
	Reference 3 - Fax Number:	
	Reference 3 - e-mail address:	

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SIGNATURE: _____

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Request for Pre-Qualification #505
of Window Contractors
Worksheet C - Criteria and Weighting

ITEM #	CRITERIA	POINTS	SUB POINTS
1.0	A - EXPERIENCE/REFERENCES	90	
1.1	Number of years company has been in business.		10
1.2	References.		35
1.3	Personnel and Equipment.		10
1.4	Relevant Experience with similar clients and projects.		25
1.5	Supervisory staff's experience.		10
2.0	B - Quality/WSIB	15	
2.1	Quality of Submission.		5
2.2	WSIB - # of claims		10
	Total Points	105	105