



**THAMES VALLEY DISTRICT SCHOOL BOARD  
PRE-QUALIFICATION  
of General Contractors and  
Drywall and Acoustic Contractors  
For 2008 and 2009**

## 1.0 INTRODUCTION

The Thames Valley District School Board (TVDSB) invites interested General, Drywall and Acoustic Contractors to respond to this Request for Pre-qualification.

### 1.1 PURPOSE

- 1.1.1 The TVDSB proposes to carry out various renovation projects at several sites within the Thames Valley District School Board. Some projects are scheduled to be conducted from June to September so as not to interfere with the delivery of services during the school year. The value of the projects awarded from this pre-qualification are expected to range in value up to \$750,000 in construction costs.
- 1.1.2 In order to be eligible to bid on these projects, General, Drywall and Acoustic Contractors must first pre-qualify. Bid submissions will only be accepted from those Contractors who have been successfully pre-qualified.
- 1.1.3 The term of this agreement shall be for (1) year commencing January 1, 2008 and unless otherwise provided herein, terminating on December 31, 2009.
- 1.1.4 The TVDSB may, at the end of the initial pre-qualification period extend the pre-qualification of the Contractors for an additional two years in one year increments. The TVDSB will advise the bidder 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.
  - 2.1.7 **PRE-QUALIFICATION IRREGULARITY:**

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-

**THAMES VALLEY DISTRICT SCHOOL BOARD  
PRE-QUALIFICATION  
of General Contractors and  
Drywall and Acoustic Contractors  
For 2008 and 2009**

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 a financial reference completed by a Canadian Bank or Financial Institution stating maximum credit limits and capabilities;
- 3.3 The Contractor **should** submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Comprehensive Commercial General Liability coverage. 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 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 **should** confirm that such coverage can be obtained if the Contractor is pre-qualified;
- 3.4 The Contractor **must** state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.
- 3.4.1 The Contractor **should** submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Motor Vehicle Liability coverage). 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 and any employees operating vehicles on property of the TVDSB 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 **should** confirm that such coverage can be obtained if the Contractor is pre-qualified;
- 3.5 The Contractor **should** submit a completed WSIB CAD 7 or NEER or MAP applicable to the Contractor;
- 3.6 The Contractor **should** submit a current Clearance Certificate from the Workplace Safety and Insurance Board;
- 3.7 The Contractor **should** submit a completed CCDC Document No. 11-1996;
- 3.8 The Contractor **should** submit a copy of their company's health and safety policy;
- 3.9 The Contractor **should** submit four current project related references complete with a contact name, phone number and fax number. The job related references **must** be from projects of a similar scope, size, and complexity, including at least one project for a school board or like institution;
- 3.10 The Contractor **should** provide a written description of its maintenance/warranty service capabilities. Include details of how your company intends to respond to trouble calls (during the warranty period) for this project. Identify maximum response times in your submission;
- 3.11 **Contractors interested in pre-qualifying are advised that having experience in the this type of work is mandatory. Describe your company's ability in each area in your pre-qualification submission. Please include copies of the appropriate certification documents with your submission;**
- 3.12 It is the responsibility of the Contractor to ensure that they have submitted all information concerning the requirements of this Request for Pre-qualification;
- 3.13 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;
- 3.14 The TVDSB may request additional information from all Contractors.
- 4.0 The TVDSB reserves the right TO DISQUALIFY from the Request for Pre-qualification process:**

**THAMES VALLEY DISTRICT SCHOOL BOARD  
PRE-QUALIFICATION  
of General Contractors and  
Drywall and Acoustic Contractors  
For 2008 and 2009**

- 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 a 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;
  - 4.6.1 had a bond retained, or
  - 4.6.2 had all or part of a performance bond retained, or
  - 4.6.3 breached a contract with the TVDSB, or
  - 4.6.4 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
  - 4.6.5 has commenced litigation against the TVDSB in relation to a previous contractual or other relationship.

## **5.0 EVALUATION PROCESS**

- 5.1 The submissions, after evaluation, shall be ranked in descending order of preference and the TVDSB shall select a number of pre-qualified Contractors which in its absolute discretion it determines meet the pre-qualification requirements. The decision of the TVDSB shall be final. The TVDSB reserves the right to accept or reject any or all submissions based on this evaluation. The issuance of this call for request for pre-qualification shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits request for pre-qualification.
- 5.2 All compliant pre-qualification submissions will be evaluated and ranked by a TVDSB evaluation committee based on the following evaluation criteria:
  - 5.2.1 Experience
  - 5.2.2 Qualifications
  - 5.2.3 References - In addition, the TVDSB may use their own performance experience with the contractors.
  - 5.2.4 Quality of Submission

## **6.0 QUESTIONS**

- 6.1 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, no later than Monday, November 12, 2007 before 12:00:00 p.m.
- 6.2 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.

## **7.0 RETURN LOCATION AND IMPORTANT DATES**

- 7.1 Contractors **should** submit four (4) copies of its pre-qualification submission in sealed envelopes clearly marked "**General, Drywall and Acoustic Contractors Pre-Qualification**" and must be delivered prior to 12:00:00 P.M. (noon) local time, Monday, November 19, 2007 to:

Tenders Clerk, Box - Main Floor Reception  
Thames Valley District School Board  
1250 Dundas Street  
London, ON N5W 5P2

## **SECTION 8.0 AWARD AND NOTIFICATION OF CONTRACT**

- 8.1 The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:

**THAMES VALLEY DISTRICT SCHOOL BOARD  
PRE-QUALIFICATION  
of General Contractors and  
Drywall and Acoustic Contractors  
For 2008 and 2009**

[www.tvdsb.on.ca](http://www.tvdsb.on.ca)

**“Purchasing Bids”**

**“Electronic Bidding Instructions, Bid Download and Bid Results”,**

Scroll to the end of the document, click

**“Proceed to inquiry/download page”.**

Proceed to the Bid, click

**“Results - Check Mark”**

View documents in PDF format.

**All bid files are available for downloading at no charge from the TVDSB web site.**

8.2 Successful bidders for this pre-qualification will be notified in writing.

Facsimile submissions will **NOT** be accepted

THAMES VALLEY DISTRICT SCHOOL BOARD  
PRE-QUALIFICATION  
of General Contractors and  
Drywall and Acoustic Contractors  
For 2008 and 2009

**SIGNATURE PAGE**

This page **should** be completed, signed below and must be included with your submission for your pre-qualification submission to be accepted for consideration.

I hereby acknowledge and agree that I have read and completed all of the preceding Request for Pre-Qualification Terms and Conditions.

I/We the undersigned are duly authorized to execute this Pre-Qualification on behalf of:

NAME: \_\_\_\_\_  
(Please print)

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_  
(You must state the correct legal name of the contractor including the name and style that it operates under)

State the legal entity that your organization operates under:

- Proprietorship                       Partnership
- Corporation

If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:

\_\_\_\_\_

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 Corporation:

\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

INTERNET ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_