

**THAMES VALLEY DISTRICT SCHOOL BOARD PRE-QUALIFICATION of Contractors General, Mechanical and Electrical for  
Major Renovations, Additions or Construction of Elementary and Secondary Schools**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.1	The Thames Valley District School Board (TVDSB) invites interested Contractors, General, Mechanical and Electrical for major renovations, additions or construction of elementary and secondary schools to pre-qualify for construction work ranging from \$50,000 to \$30 million.		
<b>1.1</b>	<b>PURPOSE</b>		
1.1.1	The TVDSB proposes to complete construction work to elementary and secondary schools that may consist of major renovations, additions or construction of new school(s) .		
1.1.2	This projects are scheduled to be tendered during 2010.		
	In order to be eligible to bid on projects General, Mechanical and Electrical Contractors must first be pre-qualified. Tender submissions will only be accepted from those Contractors who have been successfully pre-qualified.		
1.1.3	The Contractor <b>must</b> indicate the following project value(s) they are applying for (may apply for 1 or more):		
1.1.3.1	\$50,000 up to 1 million		
1.1.3.2	1 million up to 3 million		
1.1.3.3	3 million up to 7 million		
1.1.3.4	7 million to up 12 million		
1.1.3.5	12 million to up 30 million		
1.1.4	The term of this agreement shall be for (1) year commencing January 1, 2010 and unless otherwise provided herein, terminating on December 31, 2011.		
1.1.5	The TVDSB may, at the end of the initial pe-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.		
<b>2.0</b>	<b>PRE-QUALIFICATION DEFINITIONS AND INFORMATION</b>		
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 " <b>MUST</b> " - Contractors " <b>must</b> " 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 " <b>SHOULD</b> " - Contractors " <b>should</b> " include the required information in the pre-qualification submission.		

FIRM NAME: \_\_\_\_\_

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

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
2.1.3	The word “ <b>NONCOMPLIANT</b> ” - Pre-Qualification submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.4	The word “ <b>CONTRACTOR</b> ” shall mean a person, firm or company to perform all or any portion of this pre-qualification.		
2.1.5	The word “ <b>SUBCONTRACTOR</b> ” 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 “ <b>QUALIFIED</b> ” will mean a Contractor who is compliant and has included the required information in their pre-qualification submission.		
2.1.7	<b>PRE-QUALIFICATION IRREGULATORY:</b>		
	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.		
<b>3.0</b>	<b>SUBMISSION REQUIREMENTS</b>		
	<b>Pre-qualification of a Contractor will be based on the Contractor meeting the following requirements to the satisfaction of the TVDSB:</b>		

FIRM NAME: \_\_\_\_\_

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

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
3.1	The Contractor <b>must</b> not have a conflict of interest with the TVDSB;		
3.2	The Contractor <b>should</b> submit a completed CCDC Document No. 11-1996 Contractor's Qualification Statement.		
3.3	The Contractor <b>should</b> submit resumes of all staff members in a supervisory capacity who would be assigned to the work; <b>(General Contractors Only)</b>		
3.4	The <b>should</b> submit resumes (Curriculum vitae) for the Project Manager(s) and Site Superintendent(s) proposed for these project; <b>(General Contractors Only)</b>		
3.5	The Contractor <b>should</b> submit a listing of personnel and equipment to be assigned to TVDSB projects; <b>(Mechanical and Electrical Contractors Only)</b>		
3.6	General Contractors <b>should</b> submit a letter from a surety company licensed to do business in Ontario that your company is bondable for a 50% Performance Bond and 50% Labour and Materials Payment Bond; <b>(General Contractors Only)</b>		
3.7	The Contractor <b>should</b> submit from its bonding company, a letter indicating bonding capabilities and limitations; <b>(Mechanical and Electrical Contractors Only)</b>		
3.8	The Contractor <b>should</b> submit a financial reference completed by a Canadian Bank or Financial Institution stating maximum credit limits and capabilities; <b>(Mechanical and Electrical Contractors Only)</b>		
3.9	The Contractor <b>should</b> 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 <b>should</b> be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2008), Section GC11.1. A minimum of \$5,000,000.00 for Comprehensive Commercial General Liability coverage is required. The Contractor <b>must</b> 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;		
3.10	The Contractors <b>must</b> state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB		

FIRM NAME: \_\_\_\_\_

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

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
3.10.1	The Contractor <b>should</b> 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 <b>should</b> be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2008), 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;		
3.11	The Contractor <b>should</b> submit a completed WSIB CAD 7 or NEER or MAP applicable to the Contractor;		
3.12	The Contractor <b>should</b> submit a current Clearance Certificate from the Workplace Safety and Insurance Board.		
3.13	The Contractor <b>should</b> submit a copy of their company's health and safety policy.		
3.14	Contractors interested in pre-qualifying are advised that it is mandatory they have experience in expediting this type of work.		
3.15	It is the responsibility of the Contractor to ensure that they have submitted all information concerning the requirements of this Request for Pre-qualification.		
3.16	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.		
3.17	The TVDSB may request additional information from all Contractors.		
<b>4.0 MAINTENANCE/WARRANTY/SERVICE CAPABILITIES</b>			
4.1	The Contractor <b>must</b> 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 schools throughout the entire Thames Valley District School Board which includes the Counties of Oxford, Middlesex and Elgin. Identify maximum response times in your submission.		
<b>5.0 PRE-QUALIFICATION PROCESS</b>			
5.1	The TVDSB reserves the right to disqualify from the request for pre-qualification process:		
5.1.1	an individual who has; or		
5.1.2	an individual who was a shareholder or officer or director, of a corporation or partner in a partnership that has; or		
5.1.3	a corporation or partnership that has; or		
5.1.4	a corporation with a shareholder or officer, or director, or partnership with a partner who has; or		

FIRM NAME: \_\_\_\_\_

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

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
5.1.5	a corporation or partnership that is, or was, a shareholder of a corporation or a partner in a partnership that has; or		
5.1.6	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;		
5.1.6.1	had a bond retained, or		
5.1.6.2	had all or part of a performance bond retained, or		
5.1.6.3	breached a contract with the TVDSB, or		
5.1.6.4	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		
5.1.6.5	has commenced litigation against the TVDSB in relation to a previous contractual or other relationship.		
<b>6.0 EVALUATION PROCESS</b>			
6.1	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		
6.2	All compliant pre-qualification submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
6.2.1	Experience		
6.2.2	Qualifications		
6.2.3	References - In addition, the TVDSB may use their own performance experience with the contractors.		
6.2.4	Quality of Submission		
<b>7.0 QUESTIONS</b>			
7.1	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.		
7.2	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.		
<b>8.0 DOWNLOADING BID DOCUMENTS</b>			
	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
	Click "Purchasing - Bids" icon		
	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
	Read instructions		

FIRM NAME: \_\_\_\_\_

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

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
	Click "Proceed to Inquiry/Download page"		
	Click on the "Name of the Bid" to view documents in PDF format.		
	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
	All bid files are available for downloading at no charge from the TVDSB web site.		
	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
	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.		
	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
	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.		
	To begin the Bid Program:		
	Go to Windows Explorer		
	Click on C:\ drive		
	Open the folder "lbtender"		
	Double click on the "tender.exe file." to open the program (Option for Oracle files - please include and Worksheets/Excel files)		
	The following files will be installed in the C:\lbtender directory:		
	Worksheet A - Terms and Conditions		
	Worksheet B - References		
	<b>9.0 THE RETURN DISKETTE OR CD:</b>		
	After all bids have been entered:		
	Copy the all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
	Be sure to label your diskette or CD with company name and signature.		
	<b>LABELLING OF ENVELOPE AND DISK</b>		
	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
	From - Company Name & Address		
	To:OFFICE OF THE TENDERS CLERK		
	Thames Valley District School Board		
	EDUCATION CENTRE,		

FIRM NAME: \_\_\_\_\_

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

**THAMES VALLEY DISTRICT SCHOOL BOARD PRE-QUALIFICATION of Contractors General, Mechanical and Electrical for  
Major Renovations, Additions or Construction of Elementary and Secondary Schools**

539

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
	1250 Dundas Street, LONDON, Ontario N5W 5P2		
	"Contractors General, Mechanical and Electrical for major renovations, additions or construction of elementary and secondary schools pre-qualification." #539		
	Return Date: Monday, December 14, 2009		
<b>10.0</b>	<b>PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:</b>		
	THAMES VALLEY DISTRICT SCHOOL BOARD		
	"Contractors General, Mechanical and Electrical for major renovations, additions or construction of elementary and secondary schools pre-qualification." #539		
	Return Date: Monday, December 14, 2009		
	Signature:		
	Firm Name:		
<b>11.0</b>	<b>RETURN LOCATION AND IMPORTANT DATES</b>		
11.1	Contractors should submit four (4) copies of its pre-qualification submission in one (1) sealed envelope clearly marked "Contractors General, Mechanical and Electrical for major renovations, additions or construction of elementary and secondary schools pre-qualification" and must be delivered prior to 12:00:00 P.M. (noon) local time, Monday, December 14, 2009 to: Tender Clerk, Box - Basement Thames Valley District School Board 1250 Dundas Street London ON N5W 4P2 Fascimile submissions will <b>NOT</b> be accepted.		
<b>8.0</b>	<b>SIGNATURE PAGE</b>		
8.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
8.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
8.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
8.4	NAME (Please print):		
8.5	TITLE:		
8.6	SIGNATURE:		
8.7	FIRM NAME:		
8.8	State the legal entity that your organization operates under:		

FIRM NAME: \_\_\_\_\_

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

**THAMES VALLEY DISTRICT SCHOOL BOARD PRE-QUALIFICATION of Contractors General, Mechanical and Electrical for  
Major Renovations, Additions or Construction of Elementary and Secondary Schools**

539

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
8.9.1	Proprietorship		
8.9.2	Partnership		
8.9.3	Corporation		
8.10	If your organization is incorporated, bidders <b>must</b> state the jurisdiction in which the corporation was originally incorporated in:		
8.10.1	Name of each individual Partner or Correct Legal Name of Corporation:		
8.10.2	E-MAIL ADDRESS:		
8.10.3	ADDRESS:		
8.10.4	INTERNET ADDRESS:		
8.10.5	TELEPHONE NO.:		
8.10.6	FAX NO.:		
8.11	If subcontracting, bidders <b>must</b> provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
8.11.1	Firm Name:		
8.11.2	Firm Address:		
8.11.3	Telephone Number:		
8.11.4	Fax Number:		
8.11.5	E-MAIL ADDRESS:		

FIRM NAME: \_\_\_\_\_

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

**THAMES VALLEY DISTRICT SCHOOL BOARD PRE-QUALIFICATION of Contractors General, Mechanical and Electrical for  
Major Renovations, Additions or Construction of Elementary and Secondary Schools**

B1.0	<b>REFERENCES</b>	
	The Contractor <b>must</b> provide a minimum of three references where you have successfully completed projects of a similar nature. The reference <b>must</b> 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:	