

**SPADINA SUSSEX STUDENT RESIDENCE  
REQUEST FOR VENDOR PREQUALIFICATION**

Daniels HR Corporation  
130 Queens Quay East, West Tower, 8<sup>th</sup> Floor  
Toronto, Ontario  
M5A 0P6

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1.0 **GENERAL**

1.1 The site of work is located at 700 Spadina Avenue and 56 Sussex Avenue in Toronto, Ontario. Visit and examine the site and carefully note the existing conditions and limitations and all characteristics and features which may affect the work.

1.2 Any contracts arising out of the procurement process shall be between Daniels HR Corporation (the “**Construction Manager**”), as agent for the Spadina Sussex University Residence Inc. (the “**Owner**”).

2.0 **PROCUREMENT PROCESS**

2.1 This RFVQ is an invitation to prospective proponents to pre-qualify for the following discipline: **Window Shades** roster (the “**Roster**”) to provide the services as further described in the Scope of Work (Schedule B) through subsequent Requests for Quotations (“**RFQ**”). For certainty, the award of contracts for the work described in Section 3 of this RFVQ will be awarded through a two-stage process consisting of the following:

- Stage 1: Pre-qualification stage; and
- Stage 2: Second-stage bidding and evaluation of quotations.

**STAGE 1. SUBCONTRACTOR PRE-QUALIFICATION STAGE:** All proponents are to submit a completed Subcontractor Pre-Qualification Form and the proponents will be evaluated as per the criteria below.

Each proponent will receive a score out of **75 points** during this stage. Proponents who have met the specified minimum threshold of **55 points** will proceed to Stage 2. Proponents who have not met the specified minimum threshold will not be considered further. The rated criteria are further detailed in the Subcontractor Pre-Qualification Form, and include the following:

Rated Criteria	Requirement	Maximum Score
Business History	<ul style="list-style-type: none"> <li>• Provide background on your company, including the number of years that the company has been in business and the annual construction values for the past 3 years.</li> <li>• Proponents will be evaluated on:                             <ul style="list-style-type: none"> <li>○ the length of their experience in providing the services contemplated in the RFVQ (4 points); and</li> <li>○ the proponent’s experience in managing projects of similar size and scope to that contemplated in the RFVQ (4 points).</li> <li>○ The proponent’s current Health and Safety Policy and Program including Workplace Violence and Harassment Policies (5 points)</li> <li>○ The proponent’s WSIB CAD-7 / Workplace Injury Summary Report rating and current valid WSIB Clearance Certificate (5 points)</li> </ul> </li> </ul>	18
Personnel	<ul style="list-style-type: none"> <li>• Provide information on your key personnel assigned to the project, including up-to-date CV or resume of each key personnel</li> <li>• Proponents will be evaluated on:                             <ul style="list-style-type: none"> <li>○ the length of time the key personnel have been with the firm and their relevant experience in providing the services similar to those contemplated in the RFVQ; and</li> <li>○ The scoring shall be divided between office personnel and site personnel as follows:                                     <ul style="list-style-type: none"> <li>▪ Office personnel (4 points); and</li> <li>▪ Site personnel (8 points).</li> </ul> </li> </ul> </li> </ul>	12
References	<ul style="list-style-type: none"> <li>• Provide reference letters of relevant projects that you have done that are similar in size and scope to this project.</li> <li>• Proponents will be evaluated on:                             <ul style="list-style-type: none"> <li>○ The relevance of the reference projects to those contemplated in this RFVQ; and</li> <li>○ A maximum of two (2) points will be provided for each similar reference project.</li> </ul> </li> </ul>	10

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Relevant Experience	<ul style="list-style-type: none"> <li>• Provide background on your company’s previous projects of similar size and scale to the services contemplated in this RFVQ. Please include information on LEED experience in your submissions.</li>   <li>• Proponents will be evaluated on: <ul style="list-style-type: none"> <li>○ their technical expertise demonstrated through their previous project experiences (10 points);</li> <li>○ the relevancy of the current and/or past experience to the services being requested under this RFVQ (10 points);</li> <li>○ the capacity of the proponent to provide the services being requested under this RFVQ (5 points); and</li> <li>○ the proponent’s experience related to LEED experience projects (10 points).</li> </ul> </li> </ul>	35
<b>Total Points</b>		<b>75</b>

- 2.1.1 Upon successful completion of Stage 1, the top five (5) Proponents will be eligible to join the Roster.
- 2.1.2 The Roster will be maintained for a three-year term. The Construction Manager may terminate this Roster at any time upon written notice to the vendors remaining on the Roster at that time.
- 2.1.3 If the Construction Manager wishes to increase the number of vendors on the Roster, the Construction Manager may repost this RFVQ after the RFVQ Closing Date provided in Section 6. Proponents will be required to meet the same criteria as Proponents who previously qualified under this RFVQ.
- 2.1.4 The Construction Manager reserves the right to reject any bids if under current of previous contracts with either the Construction Manager or the University of Toronto, the supplier:
- failed to perform the scope of work in accordance with the required standard of care;
  - caused delays to the schedule;
  - failed to deliver the scope of work on budget;
  - failed to honour the pricing or other elements of their proposals in previous procurements;
  - the proponent, or any of its shareholders, directors, officers, subsidiaries or affiliates, is or was a party to any prior, current or anticipated litigation, or any other formal dispute resolution procedure, with the Construction Manager, the University of Toronto, or any affiliates of subsidiaries of the Construction manager or the University of Toronto; or
  - the parties cannot conclude negotiations and finalize the subcontract agreement as per Section 3.0 below.

**STAGE 2. SUBCONTRACTOR PRE-QUALIFICATION FORM:**

Upon included in a Roster under Section 2.1 above, the proponent may be invited from time-to-time to bid on work through an RFQ process. Awards through the RFQ process shall be governed by the process outlined in the RFQ.

**3.0 FORM OF SUBCONTRACT AND GENERAL CONDITIONS**

- 3.1 The successful RFQ bidder shall, within fourteen (14) days of notification of acceptance of the RFQ by the Construction Manager, negotiate a Trade Contract for the execution of the work on the basis of the standard form used by the Construction Manager, a copy of which is provided.
- 3.2 The general conditions applicable under this contract shall be in accordance with the general conditions of the Agreement between the Owner and the Construction Manager, with the following modifications and additions as amended from time to time:
- a. Instructions to Bidders, bidder’s bid form, Addenda, Supplementary or/and General Conditions, if any. The General Conditions under the Contract between the Owner and the Construction Manager shall in all instances involving duplication or variance, take precedence.

**4.0 GENERAL LABOUR CONDITIONS**

- 4.1 Any part of the Work performed by the Contractor on behalf of the Owner that falls under the provisions of any collective agreements by which the Owner and/or the Governing Council of The University of Toronto is bound, or which the Owner and/or the Governing Council of The University of Toronto is contractually required to apply to the Project, shall in each case be performed by employees covered by the applicable collective agreement. Without limiting the generality of the foregoing, such collective agreements include:

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4.1.1 Any part of the Work performed by the Contractor on behalf of the Owner that falls under the provisions of the current provincial agreement covering construction work in the industrial, commercial and institutional sector of the construction industry in the Province of Ontario between the Carpenters' Employer Bargaining Agency and the Carpenters' District Council of Ontario, United Brotherhood of Carpenters and Joiners of America, and its affiliated locals, including Carpenters Local 27 and Carpenters Local 675, (the "Carpenters ICI Collective Agreement") shall be performed by employees covered by the Carpenters ICI Collective Agreement; and

4.1.2 General contractors working on projects at all University campuses with a value below One Hundred Thousand (\$100,000) and above Five Million (\$5,000,000) must be bound to the provincial agreement between the Carpenters' Employer Bargaining Agency and the Carpenters' District Council of Ontario, United Brotherhood of Carpenters and Joiners of America, and its affiliated locals, including Carpenters Local 27 and Carpenters Local 675.

4.2 These General Labour Conditions shall apply to each Subcontractor and the Contractor shall include these General Labour Conditions, with necessary changes, in each of its contracts with Subcontractors for any part of the Project.

4.3 The Contractor shall include these provisions in each of its contracts with subcontractors for any part of the services.

The Contractor shall indemnify and save harmless the Owner, Daniels HR Corporation and the Governing Council of The University of Toronto from and against all loss, claim, expense, or damage suffered by the Owner, the Governing Council of The University of Toronto or Daniels HR Corporation arising from the failure of the Contractor or any Subcontractor to comply with the requirements of these General Labour Conditions and agrees that the Owner may set-off against the Contractor's payables an amount equal to said loss, claim, expense. This indemnity is in addition to, and not limited by, the indemnity of the Contractor under any subcontract agreement.

## **5.0 INQUIRIES**

5.1 Inquiries during the RFVQ are to be directed to the Construction Manager at the following location:

Daniels HR Corporation  
130 Queens Quay East, West Tower, 8<sup>th</sup> Floor  
Toronto, Ontario M5A 0P6

Attention: Ellen Li, Senior Estimator, High Rise Construction  
eli@danielscorp.com  
Tel: (416) 591-2960

5.2 Unsuccessful bidders may request a debriefing session. Requests for a debriefing session must be made in writing to the following within 60 calendar days of notification of the outcome of the RFVQ process:

Daniels HR Corporation  
130 Queens Quay East, West Tower, 8<sup>th</sup> Floor  
Toronto, Ontario M5A 0P6

Attention: Ellen Li, Senior Estimator, High Rise Construction  
eli@danielscorp.com  
Tel: (416) 591-2960

5.3 If a bidder wishes to dispute the outcome of a RFVQ process, it must first request and attend a debriefing session in accordance with section 5.2. If the bidder wishes to continue its challenge of the outcome of the RFQ process after the debriefing session, it should provide written notice to the contact below within 30 calendar days of the debriefing session to continue the protest.

## **6.0 RFVQ CLOSING DATE**

6.1 This is a **full submission** pre-qualification for all Trades, whether you have been previously pre-qualified or if your company is submitting for the first time. A limited number of Subcontractors will be invited to bid on projects. Completed forms with all the required documents must be emailed to [sussexspadinaprequal@danielscorp.com](mailto:sussexspadinaprequal@danielscorp.com).

6.2 Subcontractors are to submit their information on the completed RFVQ Form attached herein. Subcontractors are obliged to comply with the rules set out in the RFVQ documents which includes, without limitation, the obligation to submit proposals through the electronic website by the below closing date:

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**Thursday, February 2, 2023 at 4pm EST**

Facsimile or paper submissions are not acceptable. Please reference the following in the subject line of your email submission:

RE: "Trade Discipline"- Pre-Qualification Submission

6.3 Closing Date and Time is firm. Late Submissions will not be entertained.

**7.0 NON-BINDING PROCESS**

7.1 The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to commercial negotiations. For greater certainty and without limitation:

(a) this RFVQ shall not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process, contract or collateral contract;

(b) the submission of a proposal by does not entitle a bidder to the award of any contract;

(c) the Construction Manager may cancel or amend the RFVQ process, negotiate all or some of the scope of work, or cancel the pre-qualification list once established, without liability at any time; and

(d) neither the bidder nor the Construction Manager shall have the right to make any claims (in contracts, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a response to the RFVQ.

7.2 The RFVQ process is intended to identify prospective proponents for the purposes of entering into a Roster. No legal relationship or obligation regarding the procurement of any good or service shall be created between any proponent and Construction Manager by the RFVQ process until a subsequent agreement is executed by the Construction Manager and a Proponent, as specified under Section 3.

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**SUBCONTRACTOR PRE-QUALIFICATION FORM**

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**SECTION A**

Submitted by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Structure of Subcontractor

Year Established: \_\_\_\_\_  
Corporation: \_\_\_ Joint Venture: \_\_\_ Partnership: \_\_\_ Registered: \_\_\_ Sole Proprietor: \_\_\_ Other: \_\_\_\_\_

List names and titles of Principal, Partners:

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

Does this company have the ability to be bonded? Yes/No: \_\_\_\_\_ (if yes, attach Consent of Surety documents)

Does this company have proper and up to date construction insurance? Yes/No: \_\_\_\_\_ (attach letter from Ins. Co.)

Does this company have an up to date Health & Safety policy and program? Yes/No: \_\_\_\_\_ (attach Health & Safety Policy and Program including Workplace Violence and Harassment Policies)

Does this company have a current CAD 7 rating / Workplace Injury Summary Report & WSIB clearance certificate? Yes/No: \_\_\_\_\_ (attach CAD 7/WSIB Workplace Injury Summary Report and WSIB Clearance Cert.)

Is your company affiliated with a Union? Yes/No: \_\_\_\_\_ Local: \_\_\_\_\_

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**SECTION B**

How many years has this company been in business? \_\_\_\_\_ Years

What is this company's annual value of construction work in the past five years?

Year: \_\_\_\_\_ Value \$: \_\_\_\_\_  
Year: \_\_\_\_\_ Value \$: \_\_\_\_\_  
Year: \_\_\_\_\_ Value \$: \_\_\_\_\_  
Year: \_\_\_\_\_ Value \$: \_\_\_\_\_  
Year: \_\_\_\_\_ Value \$: \_\_\_\_\_

*Cont'd .....*

Key office personnel proposed for the project:

Please list and indicate: Column **(A)**, number of years employed at this company and column **(B)**, relevant years of total experience in this trade, for each of the following personnel, including up-to-date CV or resume of each key personnel:

<u>Personnel</u>	<u>Name</u>	<u>A</u>	<u>B</u>
Principal/Owner	_____	_____	_____
Project Manager	_____	_____	_____
Construction Manager	_____	_____	_____
Estimator	_____	_____	_____

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Key site personnel proposed for the project:

Please list and indicate: Column **(A)**, number of years employed at this company and column **(B)**, relevant years of total experience in this trade, for each of the following personnel, including up-to-date CV or resume of each key personnel:

<u>Personnel</u>	<u>Name</u>	<u>A</u>	<u>B</u>
Project Manager	_____	_____	_____
Construction Manager	_____	_____	_____
Superintendent	_____	_____	_____
Foreman	_____	_____	_____

Bonding Company Name (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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**SECTION C**

Construction projects completed in past five years. **Please list in Appendix A below.**

Major construction projects underway as of submission date. **Please list in Appendix B below.**

Has company worked on/working on any "LEED" construction projects? Yes \_\_\_\_ No \_\_\_\_ (if yes, attach list of projects)

*Cont'd .....*

Please attach a maximum of **five (5)** or minimum of **three (3)** references from current clients and/or suppliers.

<p><b>I declare that the information provided is true and correct to the best of my knowledge.</b></p> <p><b>Name (print):</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Signature:</b> _____</p>
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**APPENDIX A**

**Construction projects completed in past five years:**

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<b>Project Name:</b> <input style="width: 90%;" type="text"/>		
<b>Location:</b> <input style="width: 40%;" type="text"/>	<b>No. of Units:</b> <input style="width: 50%;" type="text"/>	
<b>Project Type:</b> <input style="width: 40%;" type="text"/>	<b>Contract Value: \$</b> <input style="width: 50%;" type="text"/>	
<b>Builder/Developer:</b> <input style="width: 40%;" type="text"/>	<b>Completion Date:</b> <input style="width: 50%;" type="text"/>	
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>
<b>Consultant Co. :</b> <input style="width: 90%;" type="text"/>		
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>

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<b>Project Name:</b> <input style="width: 90%;" type="text"/>		
<b>Location:</b> <input style="width: 40%;" type="text"/>	<b>No. of Units:</b> <input style="width: 50%;" type="text"/>	
<b>Project Type:</b> <input style="width: 40%;" type="text"/>	<b>Contract Value: \$</b> <input style="width: 50%;" type="text"/>	
<b>Builder/Developer:</b> <input style="width: 40%;" type="text"/>	<b>Completion Date:</b> <input style="width: 50%;" type="text"/>	
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>
<b>Consultant Co. :</b> <input style="width: 90%;" type="text"/>		
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>

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<b>Project Name:</b> <input style="width: 90%;" type="text"/>		
<b>Location:</b> <input style="width: 40%;" type="text"/>	<b>No. of Units:</b> <input style="width: 50%;" type="text"/>	
<b>Project Type:</b> <input style="width: 40%;" type="text"/>	<b>Contract Value: \$</b> <input style="width: 50%;" type="text"/>	
<b>Builder/Developer:</b> <input style="width: 40%;" type="text"/>	<b>Completion Date:</b> <input style="width: 50%;" type="text"/>	
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>
<b>Consultant Co. :</b> <input style="width: 90%;" type="text"/>		
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>

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<b>Project Name:</b> <input style="width: 90%;" type="text"/>		
<b>Location:</b> <input style="width: 40%;" type="text"/>	<b>No. of Units:</b> <input style="width: 50%;" type="text"/>	
<b>Project Type:</b> <input style="width: 40%;" type="text"/>	<b>Contract Value: \$</b> <input style="width: 50%;" type="text"/>	
<b>Builder/Developer:</b> <input style="width: 40%;" type="text"/>	<b>Completion Date:</b> <input style="width: 50%;" type="text"/>	
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>
<b>Consultant Co. :</b> <input style="width: 90%;" type="text"/>		
<b>Contact Name:</b> <input style="width: 40%;" type="text"/>	<b>Phone:</b> <input style="width: 20%;" type="text"/>	<b>Fax:</b> <input style="width: 20%;" type="text"/>

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**APPENDIX B**

Major construction projects under way as of submission date:

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<b>Project Name:</b>			
<b>Location:</b>		<b>No. of Units:</b>	
<b>Project Type:</b>		<b>Contract Value:</b>	<b>\$</b>
<b>Proposed Completion Date:</b>		<b>Percent Completed:</b>	<b>%</b>
<b>Builder/Developer:</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>Consultant Co. :</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>

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<b>Project Name:</b>			
<b>Location:</b>		<b>No. of Units:</b>	
<b>Project Type:</b>		<b>Contract Value:</b>	<b>\$</b>
<b>Proposed Completion Date:</b>		<b>Percent Completed:</b>	<b>%</b>
<b>Builder/Developer:</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>Consultant Co. :</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>

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<b>Project Name:</b>			
<b>Location:</b>		<b>No. of Units:</b>	
<b>Project Type:</b>		<b>Contract Value:</b>	<b>\$</b>
<b>Proposed Completion Date:</b>		<b>Percent Completed:</b>	<b>%</b>
<b>Builder/Developer:</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>Consultant Co. :</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>

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<b>Project Name:</b>			
<b>Location:</b>		<b>No. of Units:</b>	
<b>Project Type:</b>		<b>Contract Value:</b>	<b>\$</b>
<b>Proposed Completion Date:</b>		<b>Percent Completed:</b>	<b>%</b>
<b>Builder/Developer:</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>Consultant Co. :</b>			
<b>Contact Name:</b>		<b>Phone:</b>	<b>Fax:</b>



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**DOCUMENT SUBMISSION CHECKLIST**

- \_\_\_ **UP TO DATE CONSTRUCTION INSURANCE**
- \_\_\_ **UP TO DATE HEALTH & SAFETY POLICY INCLUDING WORKPLACE VIOLENCE AND HARRASSMENT POLICIES**
- \_\_\_ **UP TO DATE HEALTH & SAFETY PROGRAM/MANUAL**
- \_\_\_ **WSIB CURRENT CAD 7 or WSIB WORKPLACE INJURY SUMMARY REPORT  
*(WHICHEVER ONE YOUR COMPANY IS ELIGIBLE FOR)***
- \_\_\_ **WSIB CURRENT VALID CLEARANCE CERTIFICATE**
- \_\_\_ **BONDING CONSENT OF SURETY LETTER**