



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

**Request for Tender**

**For**

**CCT Level 4 Sound Booth Sprinkler Installation**

**Project No.: UTM 2017-18-11**

**Issued: October 18, 2017**

**e-Submission Date and Time: November 2, 2017 @ 2:00:00 PM Eastern Time**

Campus map available online at:  
<http://www.utm.utoronto.ca/maps>

Main website address:  
[www.utm.utoronto.ca](http://www.utm.utoronto.ca)

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## PART 1 – INTRODUCTION

### 1.1 Invitation to Bidders

This Request for Tender (“RFT”) is an invitation by Facilities Management and Planning on behalf of The Governing Council of the University of Toronto (the “University”) to prospective bidders to submit Tenders for the provision of **General Contracting Services for the CCT Level 4 Sound Booth Sprinkler Installation & Fire Alarm Upgrades** as further described in Part 2 – The Deliverables (the “Deliverables”). The selected bidder pursuant to the RFT will be required to provide a team qualified personnel to deliver the required services and within the specified time frame.

Established in 1967, the University of Toronto Mississauga is the second-largest division of U of T (Canada’s largest university), numbering 13,500 undergraduate students, 575 graduate students, over 2,300 full- and part-time employees (including 915 permanent faculty and staff) as well as over 49,000 alumni. The campus is situated on 225 acres of protected greenbelt along the Credit River, 33 kilometres west of the university’s St. George campus in Toronto. U of T Mississauga has 15 distinct academic departments, as well as an Institute of Communication, Culture and Information Technology, offering 147 programs and 90 areas of study.

For the purposes of this procurement process, the “UTM Contact” shall be:  
**Ryan Henningsen – Procurement Officer: [procurement.utm@utoronto.ca](mailto:procurement.utm@utoronto.ca)**

### 1.2 Type of Contract for Deliverables

The selected bidder will be requested to enter into an agreement with UTM for the provision of the Deliverables in the form attached as Appendix E to the RFT. It is the UTM’s intention to enter into the Agreement with only one (1) legal entity. **It is anticipated that the agreement will be awarded on or around November 6, 2017.** Bidders are required to familiarize themselves with General Labour Conditions, Additional Terms, CCDC2-2008 Stipulated Price Contract, and University of Toronto Mississauga Amendments to CCDC2 – 2008 Supplementary Conditions Agreement, Definitions and Supplementary Conditions dated August 2014.

### 1.3 No Exclusivity of Contract

The Agreement with the selected bidder will not be an exclusive contract for the provision of the described Deliverables. UTM may contract with others for the same or similar Deliverables to those described in the RFT or may obtain the same or similar Deliverables internally.

### 1.4 Agreement on Internal Trade

Bidders should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of each particular Tender call. For further reference, please see the Internal Trade Secretariat website at [http://www.ait-aci.ca/index\\_en.htm](http://www.ait-aci.ca/index_en.htm).

## **1.5 Accessibility for Ontarians With Disabilities Act**

Through the Statement of Commitment Regarding Persons with Disabilities, the University aims to create a community that is inclusive of all persons and treats all members of the community in an equitable manner. In working towards this goal, the University will strive to provide support for, and facilitate the accommodation of individuals with disabilities so that all may share the same level of access to opportunities, participate in the full range of activities that the University offers, and achieve their full potential as members of the University community. This commitment extends to the University's obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). This piece of legislation is aimed at making the places we work, live and learn as accessible as possible. One element of this goal is to ensure that accessibility criteria and features are incorporated when procuring or acquiring goods, services, of facilities.

Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of those criteria. Where it is impractical to incorporate accessibility criteria and features when procuring or acquiring specific goods, services and facilities, a written explanation will need to be provided, upon request.

All members of the University community, including suppliers required to be on campus, contractors and subcontractors, engaged by the University, are responsible to adhere to and comply with the commitments set out in all University policies. Proponents and their subcontractors are required to adhere to all University policies.

[End of Part 1]

## **PART 2 – THE DELIVERABLES**

### **2.1 Description of Deliverables**

The RFT is an invitation to submit bids for the provision of **General Contracting Services for the CCT Level 4 Sound Booth Sprinkler Installation & Fire Alarm Upgrades** as further described in Appendix E – Project Requirements – Section A. The Deliverables.

### **2.2 Material Disclosures**

Bidders should refer to Appendix E – RFT Particulars – Section B. Material Disclosures.

[End of Part 2]

## PART 3 – EVALUATION OF TENDERS

### 3.1. Timetable and Submission Instructions

Bidders are to submit their Tenders according to the following timetable and instructions.

#### 3.1.1 Timetable

Issue Date of RFT	<b>October 18, 2017</b>
MANDATORY Site Visit	<b>October 24, 2017 @ 10:00 am Eastern Time</b>  <b>Meeting Location: Meet at CCT Building (Communication, Culture &amp; Technology) Ground Level in front of elevators, University of Toronto Mississauga Campus, 3359 Mississauga Rd.</b>  <a href="http://map.utoronto.ca/utm/building/329">http://map.utoronto.ca/utm/building/329</a>
Deadline for Questions	<b>October 26, 2017 @ 5:00 pm Eastern Time</b>
Deadline for Issuing Addenda	<b>October 26, 2017</b>
eSubmission Date and Time	<b>November 2, 2017 @ 2:00:00 pm Eastern Time</b>

**Mandatory Site Visit – RSVP** Please indicate your intent to attend the mandatory site visit by contacting [procurement.utm@utoronto.ca](mailto:procurement.utm@utoronto.ca) .

The site visit is intended for bidders to carefully examine the site and note the conditions affecting the work prior to the Tender submission. Bidders are encouraged to invite sub-contractors. Alternative dates will not be provided for the Site Visit.

Registration will be conducted prior to the commencement of the site visit at 10:00am. Each attending vendor must complete the sign in form to confirm their attendance to the Mandatory Site Visit. It is the responsibility of the vendor to ensure they are on time and complete the registration form. Failure to do so will result in non-compliance with the Mandatory Requirements.

It is the responsibility of each bidder to conduct sufficient investigation of the site of the Work and obtain all required information about local conditions to be met with during the Work prior to submitting the Bid.

The RFT timetable is tentative only, and may be changed by the University at any time by way of Addendum.

Visitor/daily parking permits may be purchased from Pay and Display machines in Lots P4, P8 and P9, Alumni House or in the CCT Garage. For further information regarding visitor parking at the University of Toronto Mississauga, please refer to <http://www.utm.utoronto.ca/parking/visitorday-parking> . Access to parking lot P1 is limited to permit holders only before 5:00pm Monday through Friday.

**Please Note:** It is the responsibility of vendors to ensure they are updated on any road closures/construction occurring on University property. Please refer to the following link: <http://www.utm.utoronto.ca/facilities/project-schedules-and-updates>

### 3.1.2 Tenders Are To Be Submitted in Prescribed Manner

Tenders must be submitted by using the University's Bonfire Hub portal for accepting and/or evaluating Bids electronically.

Bidders must prepare their Bid response into the following Requested Document(s):

Name	Type	# Files	Requirement
Appendix B - Submission Form	File Type: PDF (.pdf)	1	Required
Appendix C - Contractor Information Package	File Type: PDF (.pdf)	Multiple	Optional
Appendix D - Reference Form	File Type: PDF (.pdf)	1	Required
WSIB Certificate of Clearance	File Type: PDF (.pdf)	1	Required
Confirmation of Insurance	File Type: PDF (.pdf)	1	Required
Surety Letter re: 50% Performance Bond, 50% Labour and Material Bond	File Type: PDF (.pdf)	Multiple	Required

Please note that where indicated only one (1) file can be uploaded for each Requested Document above. If more than one file is uploaded into the same slot, the previous file will be overwritten.

Bids submitted in any other manner may be subject to disqualification. The University will not accept, acknowledge, or return hard copy, facsimile and electronically emailed Bids outside of the Bonfire Hub web portal.

Bidders are requested **not to embed any documents within the uploaded files**, as they will not be accessible – Bidders can use the Additional Info upload slots if they have additional documents that they would like to submit.

The University accepts no responsibility or liability for misdirected or incomplete Bids. The Bidder has sole responsibility to ensure the University receives the Bid through the Bonfire Hub web portal on or before the Submission Date and Time.

**Bidders must upload all Requested Documents to:**

**<https://utoronto.bonfirehub.ca/opportunities/private/54360272c5e94bc7c467ca5323bc971b>**

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Nov 02, 2017 2:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### **3.1.3 Important Notes Regarding Bid Submission**

- Each Requested Document is instantly sealed and will only be visible after the Submission Date and Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and the Bidder's Internet connection speed.
- The Bidder will receive an email confirmation receipt with a unique confirmation number once they have finalized their submission.
- Each Requested Document has a maximum size of 100MB. Any Requested Document exceeding this limit will not be accepted.
- Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled and Adobe Flash Player version 9+ installed.

#### **Need Help?**

If there are any technical questions related to uploading a submission, please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) prior to the Submission Date and Time. Bidders can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

To amend a Bid, Bidders must log into the Bonfire web portal, select the appropriate project, scroll to the bottom of the page and click on the un-submit link. Once un-submitted, Bidders may make changes to the Bid and re-upload the file. Any amended Bids must be finalized and submitted prior to the Submission Date and Time in order to be considered.



### **3.1.4 Amending Tenders**

At any time up to the Submission Date, a vendor may amend a submitted tender. No amendment or change to Tenders will be accepted after the Submission Date.

To amend a Tender, vendors must log into the Bonfire web portal, select the appropriate project, scroll to the bottom of the page and click on the un-submit link. Once un-submitted, vendors may make changes to the submission and re-upload the file. Any amended submission must be finalized and submitted prior to the Submission Date and Time in order to be considered.

## **3.2 Stages of Bid Evaluation**

The evaluation process will be performed by an Evaluation Committee comprised of members of the University of Toronto Mississauga. Evaluation will be based solely on the documents submitted. UTM will conduct the evaluation of Tenders in the following three (3) stages:

### **3.2.1 Stage I**

Stage I will consist of a review to determine which Tenders comply with all of the Mandatory Requirements. Tenders failing to satisfy the mandatory requirements as of the Submission Date will be excluded from further consideration. Bidders will be provided with 24 hours once notified by UTM to rectify *minor* irregularities. It is up to the discretion of the University to determine *minor* irregularities.

### **3.2.2 Stage II**

Stage II will consist of a scoring by UTM of each qualified bid on the basis of any rated criteria, if applicable.

### **3.2.3 Stage III**

Stage III will consist of a scoring/ranking of the pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any applicable rated requirements have been completed.

### **3.2.4 Cumulative Score**

At the conclusion of Stage III, all scores from Stage II and Stage III will be added and the highest-ranking bidder will be selected.

## **3.3 Stage I – Mandatory Requirements and Submission**

### **3.3.1 Submission**

Other than inserting the information requested on the mandatory submission forms set out in the RFT, a bidder may not make any changes to any of the forms. Bidder's submitting Tenders that do not meet the mandatory requirements will be rejected. UTM reserves the right to request bidders to submit additional information as required to complete or evaluate the submissions.

### **3.3.2 Bid Form (Appendix B)**

Each bid must include a Bid Form (Appendix B) completed and signed by an authorized representative of the respondent.

Each bidder must include this form completed according to the instructions contained in the form as well as those instructions set out below:

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately; and
- (b) Rates quoted by the bidder shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to UTM, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) Bidders will provide on the Bid Form any Unit Prices requested thereon. These prices serve as a basis for computing the value of additional or omitted work. Work to only be performed or allowed for at the submitted prices upon the written instructions of UTM. Unit Prices to include labour, material and applicable taxes but to be exclusive of overhead and profit.
- (d) The base bid shall include all costs required for execution of the Works, including, but not limited to, labour, materials, all costs for the co-ordination and management of the Work and all clean-up, storage costs, costs related to expediting if necessary, temporary removal and replacement of all Items which will affect the Work, including temporary works required for the proper execution of the work, making good all finishes affected by the Work, overhead, profit and statutory charges. The itemized cost breakdown of Work into sections (if requested in this bid) will be used solely for the purpose of assessing Tenders unless otherwise stated on the Bid Form.
- (e) It shall be the Bidder's responsibility to ensure that all items have been included and that no repetition of items appears in the Bid.
- (f) All blank spaces shall be fully filled in. All documents in the bid submission shall be fully filled out in ink or type written. Incomplete Tenders may be considered invalid and may be rejected.

If all Tenders exceed the budget, UTM reserves the right to cancel the bid, to reissue the bid with a revised specification, or to negotiate with the lowest responsive and responsible Bidder without being obligated to offer the same opportunity to all Bidders.

### **3.3.3 Contractor Information Package (Appendix C)**

Each bid must include a Contractor Information Package, detailing:

- (a) Key personnel you expect to assign to manage this project – as a minimum the Construction Project Manager, Site Superintendent, and Project Coordinator, and Administrative Office Staff. Provide their resumes and a summary of their past project experience (similar size and value) identifying the projects undertaken while in your employ or that of others. UTM reserves the right to accept or reject the personnel proposed.
- (b) The Bidder shall indicate if they are involved in any litigation, or any pending litigation, or any contractual dispute.
- (c) Project Implementation Plan and Schedule: Include a written narrative on how the bidder intends to implement and complete the office interior renovation within

UTM proposed time frame indicated on Mile Stone Schedule. A detailed schedule, in the form of a Gantt chart will be part of the plan.

### **3.3.4 Reference Form (Appendix D)**

Each bid must contain a completed Appendix D – Reference Form

### **3.3.5 Other Mandatory Requirements**

- a) Mandatory Site Visit – 24 October, 2017 @ 10:00 AM Eastern Time. Meeting Location: Meet at CCT Building (Communication, Culture & Technology) Ground Level in front of elevators, University of Toronto Mississauga Campus, 3359 Mississauga Rd.. The site visit is intended for bidders to carefully examine the site and note the conditions affecting the work prior to the Tender submission. Alternative date will not be provided for the Site Visit.**
- b) WSIB Certificate of Clearance**
- c) 50 % Performance Bonds, and 50 % Labour and Material Bonds**
- d) Confirmation of Insurance**

### **3.4 Stage II – Evaluation of Rated Criteria**

Bidders should refer to Appendix E – RFT Particulars – Section D. Rated Criteria for any Rated Criteria, if applicable.

### **3.5 Stage III – Evaluation of Pricing**

Bidders should refer to the Bid Form at Appendix B and Appendix E – RFT Particulars – Section D. Pricing.

### **3.6 Cumulative Score and Selection of Highest Scoring Bidder**

At the conclusion of Stage III, all scores from Stage II and Stage III will be added together and the highest ranked bidder will be selected to enter into negotiations.

### **3.7. Tie Score**

In the event of a tie score, the selected bidder will be determined based on the lowest price.

[End of Part 3]

## **PART 4 – TERMS AND CONDITIONS OF THE RFT PROCESS**

### **4.1 General Information and Instructions**

#### **4.1.1 Bidders to Follow Instructions**

Bidders should structure their Tenders in accordance with the instructions in the RFT. Where information is requested in the RFT, any response made in a bid should reference the applicable section numbers of the RFT where that request was made.

#### **4.1.2 Language**

All Tenders are to be in English only.

#### **4.1.3 UTM's Information in RFT Only an Estimate**

UTM and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFT or issued by way of addenda. Any quantities shown or data contained in the RFT or provided by way of addenda are estimates only and are for the sole purpose of indicating to bidders the general size of the work. It is the bidder's responsibility to avail itself of all the necessary information to prepare a bid in response to the RFT.

#### **4.1.4 Bidders Shall Bear Their Own Costs**

The Bidder shall bear all costs associated with or incurred in the preparation and presentation of its bid, including, if applicable, costs incurred for interviews or demonstrations.

### **4.2 Communication after Issuance of RFT**

#### **4.2.1 Bidders to Review RFT**

Bidders shall promptly examine all of the documents comprising the RFT, and shall report any errors, omissions or ambiguities; and may direct questions or seek additional information in writing by email on or before the Bidder's Deadline for Questions to the UTM Contact. All questions submitted by Bidders by email to the UTM Contact shall be deemed to be received once the email has entered into the UTM Contact's email inbox. No such communications are to be directed to anyone other than the UTM Contact. UTM is under no obligation to provide additional information.

It is the responsibility of the bidder to seek clarification from the UTM Contact on any matter it considers to be unclear. UTM shall not be responsible for any misunderstanding on the part of the bidder concerning the RFT or its process.

#### **4.2.2 All New Information to Bidders by Way of Addenda**

The RFT may be amended only by an addendum in accordance with this section. If UTM, for any reason, determines that it is necessary to provide additional information relating to the RFT, such information will be communicated to all bidders by addenda. Each addendum forms an integral part of the RFT.

Such addenda may contain important information, including significant changes to the RFT. Bidders finding discrepancies, ambiguities, or omissions in the Drawings or Specifications will at once notify UTM. Bidders may, during Bidding Period, be advised by Addenda of any additions, deletions, or alterations to the Specifications and Drawings. The information contained in the Addenda supersedes and amends the Drawings, Specifications and Schedules as set forth

therein. Bidders to include and allow for accordingly. Bidders are responsible for obtaining all addenda issued by UTM. In the Submission Form (Appendix B), bidders are to confirm their receipt of all addenda by setting out the number of each addendum in the space provided. UTM reserves the right to add, delete and/or change the terms of this Contract prior to the execution of the Contract.

#### **4.2.3 Post-Deadline Addenda and Extension of Submission Date**

If any addendum is issued after the Deadline for Issuing Addenda, the University may at its discretion extend the Submission Date for a reasonable amount of time.

#### **4.2.4 Verify, Clarify and Supplement**

When evaluating responses, UTM may request further information from the bidder or third parties in order to verify, clarify or supplement the information provided in the bidder's bid. UTM may revisit and re-evaluate the bidder's response or ranking on the basis of any such information.

#### **4.2.5 No Incorporation by Reference**

The entire content of the bidder's bid should be submitted in a fixed form, and the content of websites or other external documents referred to in the bid will not be considered to form part of its bid.

#### **4.2.6 Tenders to Be Retained by the University**

UTM will not return the bid or any accompanying documentation submitted by a bidder.

### **4.3 Notification and Debriefing**

#### **4.3.1 Notification to Other Bidders**

Other bidders that may become eligible for contract will be so notified upon award of a contract to the successful bidder. Once a contract is executed between UTM and a bidder, the other bidders may be notified directly in writing and/or shall be notified by public posting in the same manner that the RFT was originally posted of the outcome of the procurement process and the award of the contract.

#### **4.3.2 Debriefing**

Bidders may request a debriefing after receipt of a posting of award. All requests must be in writing to the UTM Contact and must be made within sixty (60) days of posting of award. The intent of the debriefing information session is to aid the bidder in presenting a better bid in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

#### **4.3.3 Bid Protest Procedure**

If a bidder wishes to challenge the outcome of the RFT process, it must provide written notice to the UTM Contact within sixty (60) days of posting of award, and the University will respond in accordance with its bid protest procedures.

## **4.4 Prohibited Communications and Confidential Information**

### **4.4.1 Prohibited Bidder Communications**

Bidders shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Bid Form (Appendix B). For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Bid Form (Appendix B).

### **4.4.2 Bidder Not to Communicate with Media**

A bidder may not at any time directly or indirectly communicate with the media in relation to the RFT or any contract awarded pursuant to the RFT without first obtaining the written permission of the UTM Contact.

### **4.4.3 Confidential Information of University**

All information provided by or obtained from UTM in any form in connection with the RFT either before or after the issuance of the RFT

- (a) is the sole property of UTM and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to the RFT and the performance of any subsequent Contract;
- (c) must not be disclosed without prior written authorization from UTM; and
- (d) shall be returned by the bidders to UTM immediately upon the request of the University.

### **4.4.4 Confidential Information of Bidder**

A bidder will identify any information in its bid or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by UTM. The confidentiality of such information will be maintained by UTM, except as otherwise required by law or by order of a court or tribunal. Bidders are advised that their Tenders will, as necessary, be disclosed on a confidential basis, to UTM's advisers retained for the purpose of evaluating or participating in the evaluation of their Tenders. If a bidder has any questions about the collection and use of personal information pursuant to the RFT, questions are to be submitted to the UTM Contact.

## **4.5 Procurement Process**

### **4.5.1 Low Tender**

The University reserves the right to reject any or all Tenders and the lowest Tender will not necessarily be accepted.

### **4.5.2 No Contract until Execution of Written Agreement**

The RFT process is intended to identify prospective vendors for the purposes of executing agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the bidder and UTM by the RFT process until the successful execution of a written agreement for the acquisition of such goods and/or services.

#### **4.5.3 Price Estimates**

Pricing information will be assessed during the evaluation of the Tenders and the ranking of the bidders. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

#### **4.5.4 Disqualification for Misrepresentation**

UTM may disqualify the bidder or rescind a contract subsequently entered if the bidder's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

#### **4.5.5 References and Past Performance**

UTM's evaluation may include information provided by the bidder's references and may also consider the bidder's past performance on previous contracts with the University or other institutions.

#### **4.5.6. Inappropriate Conduct**

UTM may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its bid; or (c) any other conduct, situation or circumstance, as solely determined by the University, which constitutes a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

#### **4.5.7 Cancellation**

The University may cancel or amend the RFT process without liability at any time.

#### **4.5.8 Sub-Contracting**

The bidder shall supply with the Tender a list of companies to which work will be sub-contracted. The sub-contractors shall not be changed without written approval from the UTM project manager/coordinator. The contractor agrees to employ only those sub-contractors acceptable to the University of Toronto Mississauga. UTM reserves the right to reject a proposed sub-contractor for reasonable cause.

#### **4.5.9 Competency**

The bidder shall be dependable, competent and be engaged in the lines of work covered by the specifications and prequalified by the University under RFSQ UTMFMP 11112016.

#### **4.5.10 Material and Equipment**

Bid to be based upon materials and equipment of manufacture, type and design specified. The Selected Bidder shall warrant its work and/or products for a period of not less than one year from completion of the project against all defects and deficiencies in manufacture, workmanship and installation. The Selected Bidder shall also promptly remedy or replace any defect or deficiency, in the goods or services as solely determined by the University, upon notice from the University to do so, and at no cost to the University. Any products supplied by the Selected Bidder shall be installed by the Bidder and/or their subtrades in such a manner as to preserve any and all manufacturer's warranties, for the benefit of the University. Should the Selected Bidder fail to remedy any defect or deficiency promptly within a reasonable time after notice to do so, the University may remedy the defect or deficiency, at the Selected Bidder's cost

#### **4.5.11 Bonds**

Contractors will be required to submit a Performance Bond and a Labour and Material Bond. Bonding is required in the form of a 50% Performance Bond and 50% Labour and Materials Payment Bond. These Bonds shall also include the one-year warranty period, or such longer periods as may be specified.

When tender is over \$500,000 Bidder's are required to provide a Bid Bond of 5% of the total bid and made payable to the University of Toronto Mississauga.

Bonds shall be issued by a duly incorporated surety company authorized to transact business in the Province of Ontario and shall be properly executed by both the Contractor and Surety Company.

Form of Bond – CCA Standard Format Form.

The cost of the Performance Bond and the Labour and Materials Payment Bond shall be disclosed on the bid form and shall be included in the lump sum.

If the Contractor receives notification of acceptance of his Bid and that he is required to provide the aforesaid Bonds, he shall deliver them to UTM's office within 48 hours of such notification, failure to comply may result in the loss of acceptance of the bid.

A letter from a duly incorporated surety company authorized to transact business in the Province of Ontario shall be submitted with the Bid verifying that the said Bidder is capable of satisfying the security requirements to obtain the Bonding as prescribed above.

#### **4.5.12 CCDC Document**

The Standard Stipulated Price Contract Document CCDC2-2008 as well as University of Toronto Mississauga Amendments to CCDC2 – 2008 Supplementary Conditions Agreement, Definitions and Supplementary Conditions dated August 2014.

### **4.6 Governing Law and Interpretation**

#### **4.6.1 Governing Law**

The terms and conditions in this Part 4 – Terms and Conditions of RFT Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province or territory within which the University and UTM is located and the federal laws of Canada applicable therein.

[End of Part 4]



## APPENDIX A – GENERAL TERMS AND CONDITIONS

### GENERAL LABOUR CONDITIONS

Any part of the work performed by you for or on behalf of The Governing Council of the University of Toronto (the “Project”) that falls under the provisions of any collective agreements by which The Governing Council of the University of Toronto (“UofT”) is bound, or which UofT 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:

- (a) Where applicable, 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 Electrical Trade Bargaining Agency of the Electrical Contractors’ Association of Ontario (the “ETBA”) and the International Brotherhood of Electrical Workers, and the IBEW Construction Council of Ontario, (the “Electricians’ Union”) Local 353;
- (b) Where applicable, 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 Mechanical Contractors Association of Ontario (the “MCAO”) and the Ontario Pipe Trades Council (the “Plumbers’ Union”);
- (c) Where applicable, 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 Canadian Automatic Sprinkler Association (the “CASA”) and the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, UA Local 46 and Local 853 (the “Sprinkler Fitters’ Union”).;
- (d) Where applicable, the current provincial agreement covering construction work in the industrial commercial and institutional sector of the construction industry in the Province of Ontario between a council of employers’ associations consisting of the Ontario Painting Contractors Association, the Acoustical Association of Ontario and the Interior Systems Contractors Association of Ontario (the “Employer Bargaining Agency”) and the International Union of Painters and Allied Trades and the Ontario Council of the International Union of Painters and Allied Trades (the “Painters’ Union”), District Council 46; and
- (e) Where applicable, 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 (the “CEBA”) and the Carpenters’ District Council of Ontario, United Brotherhood of Carpenters and Joiners of America (the “Carpenters’ Union”) Local 27 and Local 675. Must be signatory to the Carpenters’ Union.

This General Labour Conditions provision (the “GLC Provision”) shall apply to each subcontractor, with any necessary changes, and the Contractor shall include this GLC

Provision, with all necessary changes, in each of its contracts with subcontractors for any part of the Project.

The Contractor shall indemnify and save harmless the University/UTM and the Owner from and against all loss, cost, claim, expense or damage suffered by the University/UTM or the Owner arising from the failure of the Contractor or any subcontractor to comply with the requirements of this GLC Provision.

## **ADDITIONAL TERMS**

### **1. Workers**

The contractor shall provide competent supervision on the job and such workers as are necessary for the prompt and workmanlike completion of the work. All persons employed on the work shall be competent and thoroughly experienced in their fields.

### **2. Labour Agreements**

Bidders will note that there are contractors with trade union agreements that are employed on projects throughout the campus. It is therefore incumbent upon the successful bidder to ensure that their trades and labour will, in no way, be in conflict with those under the other contracts so as to impede the progress of the construction of this or any other construction. Refer to General Labour Conditions Section for details.

### **3. Parking**

There is no free parking on the University of Mississauga Campus. The campus is regularly patrolled and violators will be ticketed and/or towed by the city of Mississauga. Contractors working on campus must pay for a commercial parking permit or obtain a cash parking receipt from a dispensing machine. Contact the University Parking Office, Alumni House (905 828-5254) for parking requirements and extended parking permit details.

### **4. Authority**

The entire job shall be carried out with maximum speed, consistent with good work practices. The contractor shall start work when notified and complete the entire job as noted in the tender, to the entire satisfaction of the Project Manager.

### **5. Harmonized Sales Tax**

The amount for H.S.T. shall be shown separately.

### **6. Clean-up**

The contractor shall keep the premises free from accumulations of rejected, demolished or waste materials resulting from the work this includes daily clean-up. At the completion of the work, the contractor shall remove all surplus materials, debris, tools, and supplies and leave the premises clean to the complete satisfaction of the Project Manager.

### **7. Disposal of Waste**

The contractor shall be responsible for removal and disposal of all debris resulting from their work from the University of Toronto Mississauga property in an environmentally acceptable manner in conformance to all University of Toronto Mississauga, municipal, provincial and federal rules and regulations.

## **8. Drilling, Cutting and Patching**

The contractor shall do all drilling, cutting and patching necessary for the completion of the work. All surfaces or structures which require cutting for the completion of the work shall be patched or repaired to be, in the opinion of the UTM Project Manager, the equivalent of the original state.

## **9. Power, Light and Water**

The owner will allow the contractor free use of existing facilities for the provision of power, light and water. Any extensions or changes in existing facilities, required by the contract, shall be at the contractor's expense. Prior to making any connections the Project Manager's approval is required.

## **10. Inspection**

When each phase of work is completed, or nearly complete, the contractor shall notify the Project Manager that such work is ready for inspection.

## **11. Permits, By-laws and Codes**

The contractor agrees to abide by all laws, rules, regulations, by-laws, ordinances and applicable codes covering the class or character of the work to be executed, and to pay all charges or fees in connection with same except building permit for this project.

## **12. Site Conditions**

The contractor shall be deemed to have examined the site and to have included in the tender price for all site conditions affecting the work.

## **13. Hot Work Permit**

Prior to performing any work or procedure likely to result in abnormally high temperatures or utilizing open flame, a permit and approval must be obtained from the University. To obtain such, a minimum 7 DAYS notice is required. An application for the permit is to be made through the Project Manager.

## **14. Shutdowns – Mechanical/Electrical**

The contractor is requested to give the Project Manager a minimum of ten (10) days notice in writing for service shutdowns i.e. electrical, steam, domestic water, air, gas etc. A shorter notification period for minor service isolation may be arranged depending on the nature of the service.

## **15. Two (2) Weeks Look Ahead Schedule**

The contractor is requested to provide "Two (2) Week Look Ahead Schedule" to the Project Manager each Friday every week during the construction period for campus wide communications. The provide schedule will be posted on the UTM Facilities Management and Planning office Web site by Project Manager.

<http://www.utm.utoronto.ca/facilities/project-schedules-and-updates>

## **16. Construction Access Key**

The Contractor must pay a deposit of \$75 per Construction Access Key (max of 3 keys can be applied for each work) and the deposit will be returned after returning of the key. Construction Access Key can be signed out by the Contractor at the Reception desk of the Facilities Management and Planning office located at Room 203 Erindale Hall, in University of Toronto Mississauga Campus.

**17. Use of Loading Dock**

Loading dock and freight elevator are available existing premises for general contractor's use. Access to the loading deck and freight elevator are limited due to existing activities in the building. The general contractor shall plan to use a small garbage bin that is to be emptied in daily bases.

**18. Communication Requirement**

UTM project number to be included on all correspondence to ensure efficient communication and timely payment process.

## APPENDIX B – BID FORM

**University of Toronto Mississauga  
3359 Mississauga Road  
Mississauga, Ontario L5L 1C6**

**Attention:  
Facilities Management and Planning**

**Project Number:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### 1. Bidder Information

Please fill out the following form, and name one person to be the contact for the RFT response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Bidder/Contractor:	
Any Other Relevant Name under Which the Bidder Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFT Contact Person and Title:	
RFT Contact Phone:	
RFT Contact Facsimile:	
RFT Contact E-mail:	

### 2. Acknowledgment of Procurement Process

The bidder acknowledges that the RFT process will be governed by the terms and conditions of the RFT, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding relationship, and that there will be no legal relationship or obligations created until the University and the selected bidder have executed a written contract.

### 3. Ability to Provide Deliverables

The bidder has carefully examined the RFT documents and has a clear and comprehensive knowledge of the Deliverables required under the RFT. The bidder represents and warrants its ability to provide the Deliverables required under the RFT in accordance with the requirements of the RFT for the Rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed contract. The bidder encloses herewith as part of the bid the mandatory forms set out below:

## Required Information

Name	Type	# Files	Requirement
Appendix B - Submission Form	File Type: PDF (.pdf)	1	Required
Appendix C - Contractor Information Package	File Type: PDF (.pdf)	Multiple	Optional
Appendix D - Reference Form	File Type: PDF (.pdf)	1	Required
WSIB Certificate of Clearance	File Type: PDF (.pdf)	1	Required
Confirmation of Insurance	File Type: PDF (.pdf)	1	Required
Surety Letter re: 50% Performance Bond, 50% Labour and Material Bond	File Type: PDF (.pdf)	Multiple	Required

### 4. Tender Price

The bidder has submitted its Prices in accordance with the instructions in the RFT. The bidder confirms that the pricing information provided is accurate. The bidder acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

### 5. Addenda

The bidder is deemed to have read and accepted all addenda issued by UTM prior to the Deadline for Issuing Addenda. The onus remains on bidders to make any necessary amendments to their bid based on the addenda. The bidder is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: \_\_\_\_\_ . Bidders who fail to complete this section will be deemed to have received all posted addenda.

## 6. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

(a) in relation to the RFT process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the University/UTM in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the RFT process (including but not limited to the lobbying of decision makers involved in the RFT process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFT process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the bidder’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the bidder will be deemed to declare that (a) there was no Conflict of Interest in preparing its bid; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFT.

Otherwise, if the statement below applies, check the box.

- The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its bid, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFT.

If the bidder declares an actual or potential Conflict of Interest by marking the box above, the bidder must set out below details of the actual or potential Conflict of Interest:

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our bid; **AND** (b) were employees of the University/UTM and have ceased that employment within twelve (12) months prior to the Submission Date:

<b>Name of Individual:</b>
<b>Job Classification:</b>
<b>Department:</b>
<b>Last Date of Employment with the University:</b>
<b>Name of Last Supervisor:</b>
<b>Brief Description of Individual’s Job Functions:</b>

<b>Brief Description of Nature of Individual's Participation in the Preparation of the Bid:</b>
---

**(Repeat above for each identified individual)**

The bidder agrees that, upon request, the bidder shall provide the University/UTM with additional information from each individual identified above in the form prescribed by the University/UTM.

### **7. Disclosure of Information**

The bidder hereby agrees that any information provided in this bid, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this bidder by the University/UTM to the University's/UTM's advisers retained for the purpose of evaluating or participating in the evaluation of this bid.



**NOTE: VENDORS TO COMPLETE THIS SECTION OF APPENDIX B**

**To University of Toronto Mississauga:**

Having carefully examined the:

Instructions to Bidders

General Conditions

Drawings and Specifications dated \_\_\_\_\_

Bond Requirements

and any other material forming part of the Bid documents provided on behalf of the University of Toronto Mississauga for the purpose of this Bid and having visited and investigated the site and examined all conditions affecting the work, the undersigned Bidder will, if notified in writing of the acceptance of this Bid within sixty (60) days of the closing date for the delivery of Tenders, furnish all plant, equipment, labour and material and perform all duties and services, including the work of all trades, called for in the contract documents, for the stipulated price of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_)

The above sum **excludes all Harmonized Sales Tax**, but includes, Customs Duty Tax on all materials subjected thereto at the rates existing at the date of this Bid. Reference is made to the General Conditions and Supplementary General Conditions for the specific provisions relating to the HST and Customs Duty Tax.

**Identified HST Tax** (\$ \_\_\_\_\_)

## LIST OF SUBCONTRACTORS

This General Labour Conditions provision (the “GLC Provision”) shall apply to each subcontractor, with any necessary changes, and the Contractor shall include this GLC Provision, with all necessary changes, in each of its contracts with subcontractors for any part of the Project.

The Contractor shall indemnify and save harmless the University/UTM and the Owner from and against all loss, cost, claim, expense or damage suffered by the University/UTM or the Owner arising from the failure of the Contractor or any subcontractor to comply with the requirements of this GLC Provision.

The Bidder undertakes to perform each portion of the work specifically identified below with the subcontractor listed. The successful Bidder will not be allowed to employ unlisted subcontractors to perform such portion of the work without the written consent of the University of Toronto Mississauga. The Bidder has inserted "own forces" with respect to those portions of the work set out below which the Bidder proposes to execute using its own forces.

**NOTE: IDENTIFIED SUBCONTRACTORS MUST BE SUBMITTED AT THE TIME OF BID CLOSING.**

<u>Division of Work</u>	<u>Name</u>
Demolition (ceiling work)	
New Gypsum Board & Metal Stud Fabrications	
Architectural Sheet Metal	
Acoustical T-Bar & Ceiling Tiles	
Electrical (Fire Alarm)	
Mechanical (Sprinkler System)	
Painting & Finishes	
Other	

**SUBSTITUTIONS PROPOSED BY BIDDER**

The Bidder hereby offers as a substitution for each of the items specified in the contract documents and set out below, for the increase or decreases set out below in the stipulated price, the substituted items set out below. The Bidder hereby declares that such increase or decrease includes all expenses, overhead and profit related to such substitution.

Description of item included in base bid, including specification reference	Proposed substitution for specified item	Effect on Stipulated Price	
		Increase	Decrease

**PRICES REQUESTED BY THE UNIVERSITY OF TORONTO MISSISSAUGA**

**A. Unit Prices**

Indicate below, unit prices which shall be the cost for the addition and/or deduction of various items as specified. Each unit cost shall include for all materials, labour and installation where applicable and all overhead and profit. These unit prices may be used should changes such as interchange ability and area adjustment occur in the work at a later date.

If items are deleted which are included in the Bid amount, the unit prices listed shall form the basis of the credit to the Contract amount through the duration of the Contract.

- i) **Unit price for supply & installation of one (1) fire alarm strobe including third party verification.**  
(\$ \_\_\_\_\_)
- ii) **Unit price for supply & installation of one (1) 6” fire alarm bell including third party verification**  
(\$ \_\_\_\_\_)
- iii) **Unit price for supply & installation of one (1) sprinkler head c/w 20 ft. of associated piping and fitting in the work area identified (In room ceiling – not penetrating booth assembly).**  
(\$ \_\_\_\_\_)
- iv) **Unit price for supply & installation of one (1) concealed sprinkler head c/w 20 ft. of associated piping and fitting in the work area identified (Inside of booth – including penetration of booth assembly).**  
(\$ \_\_\_\_\_)

**B. Alternative Prices**

The following are our prices for the alternative work listed hereunder.

Such alternative work and amounts are not included in our stipulated price.

Read in conjunction with the Bid drawings, specifications, all addenda and as herein described for the following items of alternate work:

**C. Identified Prices**

The following are our prices for the work listed hereunder.

Such identified work and amounts are **included in our stipulated price** and include all our expenses, taxes and profit and as such represents the actual cost to the University of Toronto Mississauga. These prices shall be used to adjust the contract amount should the project be over the budget established by the University of Toronto Mississauga.

Read in conjunction with the Bid drawings, specifications, all addenda and as herein described for the following items of identified work:

**NOTE: IDENTIFIED PRICES MUST BE SUBMITTED AT THE TIME OF BID CLOSING.**

<b>Demolition (Ceiling)</b>	\$
<b>New Gypsum Board &amp; Metal Stud Fabrications</b>	\$
<b>Architectural Sheet Metal</b>	\$
<b>Acoustical T-Bar &amp; Ceiling Tiles</b>	\$
<b>Electrical (Fire Alarm)</b>	\$
<b>Mechanical (Sprinkler)</b>	\$
<b>Painting &amp; Finishes</b>	\$
<b>Other</b>	\$
<b>TOTAL STIPULATED COST</b>	\$

**D. Separate Prices**

The following are our prices for the separate work listed hereunder. Such work and amounts have not been included in our stipulated price.

**Separate Price # 1:** Identify the DECREASE to the total base bid amount for the supply and installation of booth service penetration detail #2 (no silencer) as opposed to booth service penetration detail #1 (silencer) as detailed on drawings M-2 & E-1.

\$ \_\_\_\_\_.

**FOR INFORMATION PURPOSES ONLY**

For the information of the University of Toronto Mississauga, the Bidder provides below the following particulars concerning the following:

**1. Amounts of Bonds:**

Cost of 50% Performance Bond	\$.....
Cost of 50% Labour and Materials Bond	\$.....
5% Bid Bond (if required)	\$.....

## ATTACHMENTS TO BID

1. When quotation is over \$500,000 Bidder's bid bond should be 5% of total bid and made payable to the University of Toronto Mississauga.
2. Copy of the agreement to bond by the Performance Bonding company proposed by the Bidder, referred to in the Instructions to Bidders.
3. The undersigned agrees that if notified of acceptance of this Bid it will:
  - I Furnish to the University of Toronto Mississauga a Performance Bond and Labour and Materials bond for 50% of the contract price arising from the acceptance of this Bid in the University of Toronto Mississauga's standard form, executed by the bonding company referred to on the attached copy of agreement to bond, within 5 days of notification of acceptance by the University of Toronto Mississauga of this Bid.
  - II Unless the University of Toronto Mississauga's acceptance is by Purchase Order, execute for record purposes the form of agreement included in the contract documents, duly completed, within 10 days of presentation of the same by the University of Toronto Mississauga to the successful Proponent.
  - III Furnish to the University of Toronto Mississauga proof of insurance as required by the General Conditions, within 5 days of notification of acceptance by the University of Toronto Mississauga of this Bid.
  - IV Furnish to the University of Toronto Mississauga within 5 days of notification of acceptance of Bid a detailed and realistic construction schedule, including dates for submission of shop drawings and of fabrication and erection of major portions of the work.
  - V Furnish to the University of Toronto Mississauga within 72 hours of notification of acceptance of Bid a letter addressed to the University of Toronto Mississauga from the Worker's Compensation Board of Ontario to the effect that the successful Bidder is not in default in payment of any moneys to that Board.

The undersigned hereby declares as follows:

- I that no person other than the undersigned has any interest in this Bid;
- II that this Bid is made without any connection, knowledge, comparison of figures or arrangements with any other person, firm or corporation, and is in all respects made fairly and without collusion or fraud.

If notified of the acceptance of this Bid, the undersigned will commence the work within 72 hours of such notification and will complete the work no later than December 8, 2017.

.....  
(Bidder to initial)

Yours truly,

Company Name .....

Authorized Representative Signature .....

Signature .....

Address .....

Telephone Number .....

**OR**

Affix Company's Electronic Signature below:

## APPENDIX C - CONTRACTOR INFORMATION PACKAGE

1. Bidder Team: The successful Bidder (General Contractor) will provide a team of specialists who can provide all required services and complete the assignment within the specified timeframe. Submit a brief description of the organization of bidder and provide resumes and a summary of their past project experience (similar size and value) identifying the projects undertaken while in your employ or that of others for the following team members:

Key Personnel	Names	Contact Information	Resume Included
Construction Project Manager			Yes or No
Site Superintendent			Yes or No
Project Coordinator			Yes or No
Admin Head Office Staff (Max 3)			Yes or No

**UTM reserves the right to accept or reject the personnel proposed.**

2. The Bidder shall indicate if they are involved in any litigation, or any pending litigation, or any contractual dispute.

Identify any pending litigation:

3. Project Understanding and Schedule:
  - a. a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the University of Toronto Mississauga;
  - b. a description of the vendors understanding of the project requirements including scope and schedule particularly how the proponent intends to meet UTM's required timeline for delivery. Schedule should include details regarding shop drawings preparation, manufacturing, UTM site delivery, offloading, and working with mechanical contractor to coordinate installation schedule and equipment start up.
  - c. A detailed schedule, in the form of a Gantt chart.



## APPENDIX D – REFERENCE FORM

Each bidder is requested to provide three (3) project references from clients who have obtained similar goods or services to those requested in the RFT from the bidder in the last **Five (5) years**.

References should be external to the University, and should show relevance to the specific project

### Project Reference #1

<b>Project Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact email address:</b>	
<b>Date Work Undertaken:</b>	
<b>Dollar Value</b>	
<b>Synopsis of the Project:</b>	

### Project Reference #2

<b>Project Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact email address:</b>	
<b>Date Work Undertaken:</b>	
<b>Dollar Value</b>	
<b>Synopsis of the Project:</b>	

**Project Reference #3**

<b>Project Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact email address:</b>	
<b>Date Work Undertaken:</b>	
<b>Dollar Value</b>	
<b>Synopsis of the Project:</b>	

# APPENDIX E – RFT PARTICULARS

## A. THE DELIVERABLES

### A.1 Introduction:

The CCT building currently contains 17 audiometric booths located within various rooms on the fourth floor. These booths are highly sophisticated pieces of equipment used by the Psychology Department to conduct cognitive and behavioral studies. The booths are designed specifically to eliminate any exterior sound or vibration from entering into the booth and skewing test results.

When the CCT building originally opened in 2006, 11 audiometric booths were present on the fourth floor. During the occupancy inspection, Mississauga Fire issued an order to comply requesting that all booths be sprinkler protected inside. As a temporary solution, the General Contractor installed fire alarm strobes in the original 11 booths. To date, several additional booths have been added without any permit application or attention to current life safety requirements. This issue of non-compliance has remained unaddressed for the past 10 years and only recently has been brought to the University's attention.

In order to satisfy Mississauga Fire's request, all booths (except for #13 due to size) must now contain:

- a) Sprinkler coverage within each booth
- b) Fire alarm strobe within each booth
- c) Fire alarm bell directly outside of each booth

In addition to life safety upgrades, minor demolition and architectural components will be required to enclose the plenum space above certain booths and achieve OBC/NFPA compliance.

Each booth is slightly different and will require a design specifically tailored to suit each condition. Each booth has been assigned a number for identification purposes as per the tender drawings.

### A.2 Scope of Work Highlights:

SOW Highlight to be read in conjunction with the tender drawings and UTM standards and is intended to provide brief summary of services to be carried out by the General Contractor and shall, in no way, limit responsibilities more fully described in the contract documents.

#### **(Phase 1: To be completed November 13 – 17, 2017)**

##### **1. Booths # 1 – 8 & 15**

- a) Remove one (1) existing sprinkler head above each booth (inside ceiling plenum)
- b) Connect to stub in plenum space, supply and install one (1) new concealed sprinkler head within each booth c/w associated piping and booth penetration detail as specified in tender

##### **2. Booth # 17**

- a) Remove two (2) existing sprinkler heads above booth (inside ceiling plenum)
- b) Connect to stubs in plenum space, supply and install two (2) new concealed sprinkler heads within booth c/w associated piping and booth penetration detail as specified in tender drawings/project manual.
- b) drawings/project manual

**(Phase 2: to be completed November 20 – December 8)**

**3. Booth # 9**

- a) Remove one (1) existing sprinkler head above booth (inside ceiling plenum)
- b) Connect to stub in plenum space, supply and install one (1) new concealed sprinkler head within booth c/w associated piping and booth penetration detail as specified in tender drawings/project manual
- c) Supply & install one (1) additional sprinkler head in tbar ceiling to provide full coverage within room 4168
- d) Relocate existing fire alarm bell from room 4166 to room 4168
- e) Patch & paint at location of removed fire alarm bell in 4166
- f) Supply & install framing, drywall & access hatch required to close off plenum space
- g) Paint and apply wall base to extent of new partition wall

**4. Booth # 10**

- a) Supply and install one (1) new concealed sprinkler head within booth c/w associated piping and booth penetration detail as specified in tender drawings/project manual
- b) Supply and install one (1) additional sprinkler head in tbar ceiling to provide full coverage within room 4161
- c) Supply and install new fire alarm strobe within booth
- d) Supply and install new fire alarm bell within room 4161
- e) Supply and install painted bent sheet metal enclosure to enclose piping & wiring between top of booth and underside of tbar ceiling

**5. Booth # 12**

- a) Remove & dispose of existing tbar ceiling directly above booth
- b) Supply and install framing and removable metal panels to enclose plenum space
- c) Re-support tbar ceiling
- d) Relocate existing thermostat to behind door
- e) Remove existing sprinkler head above booth
- f) Supply and install one (1) new concealed sprinkler head within booth c/w associated piping and booth penetration detail as specified in tender drawings/project manual
- g) Supply and install new fire alarm strobe within booth
- h) Relocate existing fire alarm bell from room 4188 to 4192
- i) Patch & paint at location of removed fire alarm bell in 4188

**6. Booth # 13**

- a) Not in contract – no work required

**7. Booth # 14**

- a) Supply and install one (1) new concealed sprinkler head within booth c/w associated piping and booth penetration detail as specified in tender drawings/project manual
- b) Supply and install fire alarm strobe within booth
- c) Supply and install painted bent sheet metal enclosure to enclose piping & wiring between top of booth and underside of tbar ceiling

**8. Booth # 16**

- a) Supply and install one (1) new concealed sprinkler head within booth c/w associated piping and booth penetration detail as specified in tender drawings/project manual
- b) Supply and install fire alarm strobe within booth
- c) Supply and install fire alarm bell within room 4187
- d) Supply and install painted bent sheet metal enclosure to enclose piping & wiring between top of booth and underside of tbar ceiling



## C. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP.

Rated Criteria Category	Weighting (Points)
<b>C.1 Experience and Qualifications</b>	<b>10 Points</b>
<b>C.2 Project Understanding and Schedule</b>	<b>30 Points</b>
<b>C.4 Pricing</b>	<b>60 Points</b>
<b>Total Points</b>	<b>100 Points</b>

### C.1 Experience and Qualifications (10 points)

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) 3 project references, in **Appendix D – Reference Form**, from the past five (5) years demonstrating its knowledge, skills and expertise working on projects of similar relevance, scope and complexity.

Higher points will be awarded to proponents that can clearly demonstrate experience relevant to the Deliverables, in a Similar Environment for the supply and installation of sprinkler and fire alarm components as per specifications attached.

### C.2 Project Understanding and Schedule (30 points)

Each proponent should provide the following details within their submission:

- (a) a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the University of Toronto Mississauga;
- (b) a description of the vendors understanding of the project requirements including scope and schedule particularly how the proponent intends to meet UTM's required timeline for delivery. Schedule should include details regarding shop drawings preparation, manufacturing, UTM site delivery and offloading.
- (c) A detailed schedule, in the form of a Gantt chart shall be part of the plan.

Higher points will be awarded for delivery timelines that meet or shorten UTM's required schedule.

Higher points will be awarded for level of detail provided regarding vendor's understanding of the project requirements.

### C.3 Pricing ( 60 points)

Pricing will be scored based on a relative pricing formula using the Total Cost set out in the Appendix B - Quotation Form.

Each respondent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent's price for that category into the lowest bid price in that category. For example, if the lowest bid price for a particular category is \$120.00, that proponent receives 100% of the possible points for that category ( $120/120 = 100\%$ ), a proponent who bids \$150.00 receives 80% of the possible points for that category ( $120/150 = 80\%$ ) and a proponent who bids \$240.00 receives 50% of the possible points for that category ( $120/240 = 50\%$ ).

Lowest rate

----- x  
2<sup>nd</sup> lowest rates

Total available points = Score for proposal with 2<sup>nd</sup> lowest rate

Lowest rate

----- x  
3<sup>rd</sup> lowest rates

Total available points = Score for proposal with 3<sup>rd</sup> lowest rate

etc...for each proposal