

PQ 07/11



Pre-Qualification For The Provision of Sub-Contracted Electrical Maintenance Services

Toronto Community Housing. (TCH) and its subsidiaries invite Submissions from individuals and firms for the above-captioned services.

CLOSING: Submissions must be received no later than:
Friday, February 3, 2012 at 11:00:00 am (local time)
at the following location:
hsi Solutions, 729 Petrolia Road, Toronto, ON M3J 2N6

INFORMATION SESSION: There will be an information session for all interested Respondents on:
Friday, January 27, 2012 at 9:30:00 am at
35 Carl Hall Rd. Unit 3, Toronto, ON M3K 2B6
(hsi Solutions Board Room)

LAST DATE FOR QUESTIONS: Monday, January 30, 2012 at 4:00:00 pm (local time) to
hsi.purchasing@hsisolutions.ca

ADDENDA Any addenda will be posted at www.torontohousing.ca and www.hsisolutions.ca

Contact Person: Sam Petralito – Manager, Strategic Procurement (416-921-3625 ext 211)

Website: www.torontohousing.ca and www.hsisolutions.ca

Email: sam.petralito@hsisolutions.ca

Instructions to Respondents

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- B..... General Terms and Conditions
- D Fair Wage Policy
- E..... Anti-Racism Program
- F..... Human Rights, Harassment and Fair Access Policy
- G Construction Safety Management Program

Appendix A is attached to this PQ. Appendices B through G are not attached to this PQ, and are available on the **TCH** website (www.torontohousing.ca) and **hsi** website (www.hsisolutions.ca) under Business Opportunities. It is the responsibility of the Respondent to access these documents from the website.

Submission Forms

- Submission Label 1 and Label 2
- Form PQ-A: Submission Form
- Form PQ-B: Statutory Declaration: Fair Wage Policy
- Form PQ-C: Declaration and Acknowledgement to Comply
- Form PQ-D: Company Information and Experience
- Form PQ-E: Pricing Schedule
- Form PQ-F: Constructor Health and Safety Program Assessment
- Occupational Health & Safety Performance Record Form (Schedule 2b)
- List of Unionized Subcontractors Form

Invitation for Pre-Qualification Submissions

TCH and its subsidiaries invite interested Electrical Contractors with excellent safety records and a documented history of providing quality work on time and on budget to respond to this invitation for Pre-Qualification (“PQ”) for the Provision of Sub-Contracted Services (Electrical Maintenance Services) (as specified in Appendix A: Scope of Work).

Respondents may make a Submission for any or all of the following categories:

- Electrical Maintenance Services

This PQ is to solicit information about the experience, qualifications and capacity, methods and practices, and health and safety practices of Respondents. Respondents submitting documents must have completed work in similar nature and complexity.

Each Respondent submitting a response to this PQ must certify that they have read and agree to comply with the submission instructions and requirements as hereinafter identified, and the General Terms and Conditions (Appendix B). It is each Respondent’s responsibility to carefully read the information contained in this PQ and the attachments.

TCH and its subsidiaries will review and assess all Submissions for pre-qualification against the Submission Requirements as identified in Section 17, and against the Scope of Work. All decisions made by **TCH and its subsidiaries** regarding pre-qualification shall be in its sole and absolute discretion.

Respondents must clearly demonstrate that it has the necessary resources required to provide the services to **TCH and its subsidiaries**, if and when required, on a continual basis or on an emergency basis (24 hr/holidays). This also means providing continuous and effective coverage (if and when required) during off-times such as vacation, etc. Contractors must perform the work using their own in-house forces. Contractors are required to provide a list of any sub-trades, including types of specialties necessary to augment their operation (The only use of sub contractors is only for ancillary work as outlined under 17.9.5.

TCH and its subsidiaries will determine and establish competitive market rates for the work to be performed by pre-qualified Respondents based upon the information provided by Respondents through this PQ process. Only those Respondents who agree to the rates established by **TCH and its subsidiaries** and enter into the Contract Price Agreement with

TCH and its subsidiaries will be placed on the Pre-Qualification List.

Respondents who are on the Pre-Qualification List will have the opportunity to provide services to **TCH and its subsidiaries**, they will have the opportunity to bid on future projects and from time to time be selected to complete work at the competitive pre-determined rates.

About TCH

Who we are

Toronto Community Housing is the largest social housing provider in Canada and the second largest in North America. It is home to about 164,000 low and moderate-income tenants in 58,500 households, including seniors, families, singles, refugees, recent immigrants to Canada and people with special needs.

Our tenants come from diverse backgrounds. This diversity includes age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race as well as increasing diversity in lifestyles and values.

Our portfolio includes more than 2,240 high, medium and low-rise and apartment buildings throughout the city.

How we got started

We were created on January 1, 2002 by the City of Toronto. The City brought together the Toronto Housing Company and the Metropolitan Toronto Housing Corporation.

Our mission

Our mission is to provide affordable housing, connect tenants to services and opportunities, and work together to build healthy communities.

How we operate

Toronto Community Housing is run by a 13-member Board of Directors appointed by the City of Toronto. The Board is made up of:

- three City Councilors
- the Mayor or someone representing the Mayor
- nine citizens, including two Toronto Community Housing tenants

This Board is responsible for:

- managing the housing portfolio
- employing a staff
- making policy and operational decisions

- leading shareholder direction
- following related legislation and regulations.

About hsi

hsi provides integrated multi-disciplinary engineering, design, project/construction management, and construction and maintenance services to the multi-residential, condominium, municipal and institutional markets in Ontario.

Our specialty is renewal, renovation and retrofit work in occupied buildings. Our mandate is to provide innovative, high quality and cost-effective construction, maintenance and response centre services to support property owners and managers.

We offer a unique and extensive range of services which includes:

- Engineering
- Pre-Construction
- Project Management
- Construction Management
- General Contracting/Contracting
- Design-Build
- LEED/Green Construction
- Mechanical and Electrical Building Systems and Equipment
- Elevators
- Life Safety Equipment
- Landscaping and Grounds

About Housing Connections

Housing Connections is a subsidiary of Toronto Community Housing Corporation with its own Board of Directors.

Housing Connections provides a one-stop housing solution for people looking for affordable housing in Toronto.

Housing Connections is not a landlord; they provide access to the central waiting list for about 70,000 subsidized rental units in Toronto. This includes rent-geared-to-income units as well as rent supplement and housing allowance units in cooperatives, private non-profits, supportive housing, Toronto Community Housing buildings and private market buildings.

Housing Connections manages:

- and helps people apply to the central waiting list for rent-geared-to-income housing in Toronto (rent is pegged at about 30 percent of income);

- the Rent Supplement Program with private market landlords for the City of Toronto; the Canada-Ontario-Toronto Housing Allowance Program, providing an allowance for rent based on unit size for applicants on the waiting list for subsidized housing.

Important Dates

1.0 INFORMATION SESSION

There will be an information session for all interested Respondents on:

**Friday, January 27, 2012 at 9:30:00 am at 35 Carl Hall Rd. Unit 3,
Toronto, ON M3K 2B6. (*hsi Solutions Boardroom*)**

2.0 INQUIRIES DURING PRE-QUALIFICATION PERIOD

It is the Respondent's responsibility to ensure that they have all the necessary information concerning the requirements of this PQ. Any Respondent who has questions as to the meaning of any part of this PQ or who believes the PQ contains errors, inconsistencies or omissions, must submit their questions or concerns in writing via email transmission by:

Monday, January 30, 2012 before 4:00:00 pm to hsi.purchasing@hsisolutions.ca

TCH and its subsidiaries may circulate such questions or concerns along with answers in the form of formal Addenda which will be posted on the **TCH** website (www.torontohousing.ca) and **hsi** website (www.hsisolutions.ca).

Respondents should not rely on any information, clarification or interpretation obtained from sources other than through this PQ or accompanying Addenda. Respondents who obtain information, clarification or interpretation from sources other than **TCH and its subsidiaries** and use such material in their Submissions do so at their own risk.

3.0 CLOSING

Submissions in the format identified in Section 7.0 (Submissions) must be received no later than **Friday, February 3, 2012 at 11:00:00 am** (local time) at the following location: **hsi Solutions., 729 Petrolia Rd, Toronto, ON M3J 2N6 ("Closing")**.

4.0 PUBLIC OPENING (Not Applicable for this PQ)

There will be a public opening of the Submissions at the time and location indicated in Section 3.0 (Closing). Unless otherwise indicated, the prices will be read aloud at this time. Acceptance of any Submission is subject to further review by **TCH and its**

subsidiaries.

5.0 CONTRACT PRICE AGREEMENT

- 5.1 Respondents must enter into a Contract Price Agreement in order to be placed on the Pre-Qualification List, as indicated in Section 17.12 (Selection of Pre-Qualified Contractors).
- 5.2 The Contract Price Agreement shall be deemed to be effective on the date that **TCH and its subsidiaries** advises the Respondent in writing.
- 5.3 The following documents will form part of the Contract Price Agreement:
 - Instructions to Respondents
 - General Terms and Conditions
 - PQ Submission Forms
 - Appendices and Addenda
 - Contract Price Agreement Offer Letter

6.0 EFFECTIVE PERIOD OF PRE-QUALIFICATION LIST

The Pre-Qualification List will commence upon written notification to the pre-qualified Contractors and will remain active until December 31, 2014, with the option of two, one year extensions upon agreement by both parties or until such time as **TCH and its subsidiaries** gives notice of termination of the Pre-Qualification List.

The Pre-Qualification List may be cancelled by **TCH and its subsidiaries** in its discretion at any time. Written notice of cancellation will be provided to all pre-qualified Contractors on the list.

6.1 PRE-QUALIFICATION LIST REFRESH PROCESS

TCH and its subsidiaries reserves the right to add new or delete existing pre-qualified Contractors from the Pre-Qualification List. It is intended that a review and/or refresh of the list take place on an annual basis. It is the responsibility of interested Contractors to monitor the **TCH and hsi** websites for any new calls for pre-qualification Submissions.

Respondents in any refresh of the Pre-Qualification List will be required to satisfy the same terms, conditions, evaluation criteria and process as set out in this PQ, and enter into a Contract Price Agreement at the established competitive market rates (fees) in order to qualify for the Pre-Qualification List.

6.2 REQUEST FOR QUOTATION

TCH and its subsidiaries, from time to time, will issue a Request for Quotation in respect of one or more projects and invite one or more pre-qualified Contractors on the Pre-Qualification List to submit a response to the Request for Quotation.

Submission**7.0 SUBMISSIONS****7.1 Submissions must:**

- be submitted in a sealed envelope with the labels provided as indicated below in Section 7.5.2;
- meet the requirements as identified in Section 17.0 (Submission Requirements); and
- be delivered so that it is in the hands of **TCH and its subsidiaries** within the time and at the location specified in Section 3.0 (Closing).

7.2 Submissions must be in hard copy format. The Submission and any amendments will not be accepted if submitted by way of fax machine or by telephone or by any other method of telecommunication.

7.3 **TCH and its subsidiaries** will not accept couriered Submissions which are not delivered in accordance with the Submission Label (i.e., submission must clearly be identified with the pre-printed enclosed label and delivered to the exact location by the time and date as specified in the Instructions to Respondents.)

7.4 Submissions received after the Closing will not be accepted and will be returned unopened.

7.5 Respondents are to make their Submissions using the following procedure.

All Respondents are required to provide Submissions demonstrating their ability to meet the Submission Requirements as identified in Section 17.0.

Submit one (1) unbound original and three (3) copies of the Submission Requirements in a sealed envelope using Label Number 1 as provided.

Compliance with the required Submission format may be reflected in the scoring.

Respondents must complete the forms provided (Forms PQ-A, B, C, D, E and F), and keep responses to the maximum number of pages, if indicated. Submissions should demonstrate your ability to meet the mandatory requirements and evaluated requirements. Respondents who do not meet the mandatory requirements will not be considered further.

- 7.6 **Verification and misleading information:** Each Respondent understands and agrees that **TCH and its subsidiaries** may, if deemed necessary, verify any information provided in the Submission. Modifications to Submissions after the Closing will not be considered. Each Respondent understands and agrees that, if there is any evidence of misleading or false information, **TCH and its subsidiaries** may, in its sole discretion, reject the Respondent's Submission.
- 7.7 **No implied commitment/undertaking:** The issuance of this PQ to any prospective Respondent shall not create any implied commitment or undertaking on the part of **TCH and its subsidiaries**.
- 7.8 **No liability for expenses or damages:** **TCH and its subsidiaries** shall not be liable for any expenses incurred in the preparation and delivery of the Submission, or any work performed in connection therewith. **TCH and its subsidiaries** shall not be responsible for any costs related to any delays in the PQ or any costs associated with any review or approval process related to the PQ.

8.0 ADDENDA

- 8.1 **TCH and its subsidiaries** reserves the right to issue Addenda containing additions to, deletions from, or modifications to the PQ documents and the requirements thereunder. Such changes shall become part of the PQ Documents and shall be considered by Respondents in preparing their Submissions.
- 8.2 Respondents are required to acknowledge on Form PQ-C (Declaration and Acknowledgment to Comply) the number of Addenda received during the pre-qualification period including any bound into the specifications. If an addendum is posted on the **TCH and hsi** websites, it will be deemed to have been received and reviewed by the Respondent. As such, Respondents must acknowledge receipt and review of the addendum. For example, if two (2) addenda are posted by **TCH and its subsidiaries** on its website during the pre-qualification period, Respondents must acknowledge that they have received and reviewed the two addenda in this way:

“I/We have received and reviewed Addendum No. 1 to Addendum No. 2 inclusive.”

If no addenda have been posted by **TCH and its subsidiaries** during the pre-qualification period, Respondents shall write the word “NONE” in the space provided on Form PQ-C:

“I/We have received and reviewed NONE.”

Respondents are required to check the **TCH and hsi** websites frequently for any new addenda.

- 8.3 Any Addendum will be posted on the **TCH** website at www.torontohousing.ca. and **hsi** website at www.hsisolutions.ca .

9.0 EXAMINATION OF THE SITE, SPECIFICATIONS AND DRAWINGS (where applicable)

Before making a Submission, Respondents (where applicable) should carefully examine the site of the proposed work, evaluate any existing conditions and limitations and include the projected amounts in the Submission to cover the cost of all work required to fulfill the Contract.

The Respondent must report to **TCH and its subsidiaries** any discrepancy between site conditions and the specifications and drawings, and any errors or omissions before the date and time specified in Section 2.0 (Inquiries During Submission Period).

If the Respondent fails to report any discrepancies, errors or omissions to **TCH and its subsidiaries**, the Respondent will be deemed to have accepted all such specifications and drawings as being accurate and **TCH and its subsidiaries** will not approve any extra charges incurred as a result of the discrepancies, errors or omissions subsequent to acceptance of the Submission.

10.0 CONFLICT OF INTEREST, COLLUSION AND BREACH

- 10.1 **Conflict of Interest:** Respondents must declare without delay to **TCH and its subsidiaries** any existing or potential conflict of interest. If such a conflict does exist, **TCH and its subsidiaries** may, in its sole discretion, refuse to consider the Submission.

If during the Submission evaluation, the negotiation of the ensuing Contract or

during the course of the Contract, the Respondent is retained by another client giving rise to a conflict of interest, then the Respondent shall so inform **TCH and its subsidiaries**. **TCH and its subsidiaries** may request that the Respondent refuse the new assignment or take such steps as necessary to remove the conflict of interest. If **TCH and its subsidiaries** discovers that there has been a breach of this section at any time, **TCH and its subsidiaries** reserves the right to disqualify the Respondent or terminate the Contract.

- 10.2 **Collusion:** The Respondent assures that no member of **TCH and its subsidiaries** and no officer or employee of **TCH and its subsidiaries** is, will be, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in the performance of the Contract, or in the supply, work or business in connection with the said Contract, or in any portion of the profits thereof, or in any monies to be derived therefrom. For the purposes of this provision, stockholders shall include a person who holds publicly-traded shares of the Respondent.
- 10.3 **Breach of this Article:** A breach of this article by the Respondent shall entitle **TCH and its subsidiaries** to terminate the Contract, in addition to any other remedies that **TCH and its subsidiaries** has pursuant to the Contract, in law or in equity.

11.0 TAXES AND DUTIES

The Respondent must make provision in its Submission for the full cost of Federal, Provincial and Municipal taxes, permits and fees.

12.0 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

- 12.1 The Submission and any information related thereto are subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31.
- 12.2 Any proprietary or confidential information of the Respondent should be identified as such and the desired treatment of the information stated and disclosed.

13.0 ACCEPTANCE OR REJECTION OF SUBMISSIONS

- 13.1 Respondents are reminded that failure to meet Submission requirements may result in their Submissions being disqualified and/or rejected and not considered further, as identified in Sections 7.0 (Submissions) and 17.0 (Submission Requirements). **TCH and its subsidiaries** reserve the right to waive irregularities that are deemed minor and/or request the Respondent to correct such irregularities.

13.2 **TCH and its subsidiaries**, in its sole discretion, may reject or disqualify a Submission which is:

- (a) not received at the address specified and within the time prescribed therein;
- (b) not properly signed;
- (c) not accompanied by the required Bid Security;
- (d) deemed incomplete or non-compliant; or
- (e) submitted by a Respondent who is in or has threatened litigation with **TCH and its subsidiaries**.

13.3 **TCH and its subsidiaries** has the unqualified right to:

- (a) accept or reject any Submission or all Submissions;
- (b) waive the formalities in any PQ Document in the interest of **TCH and its subsidiaries** without giving any reasons for such actions.

14.0 QUALIFICATION INFORMATION

14.1 **TCH and its subsidiaries** reserves the right to require any Respondent to submit qualification information prior to the award of the Contract, which information shall include evidence of the capability of the Respondent to properly carry out and maintain the work and the equipment, together with details of the qualifications of the Respondent's staff who may be employed in the execution of the Contract.

14.2 **TCH and its subsidiaries** reserves the right of interpretation of qualification information, and any decisions made by **TCH and its subsidiaries** based upon its findings which may affect the award of the Contract shall be final.

14.3 **TCH and its subsidiaries** reserves the right to give preference to materials, products and equipment:

- (a) which demonstrate environmental benefit; and
- (b) which are energy-efficient.

15.0 WITHDRAWAL AND MODIFICATION PROCEDURES

15.1 **TCH and its subsidiaries** will permit Respondents to withdraw their Submissions under the following conditions:

- (a) the Respondent must make a withdrawal request prior to Closing, in person, or by letter or facsimile to **TCH and its subsidiaries**. Telephone requests will not be accepted.

- (b) the withdrawal of a Submission shall not preclude the Respondent from submitting another Submission for the same PQ if the withdrawal is within the stipulated closing time for the PQ.
- (c) Submissions which have met the criteria for withdrawal will not be opened and will be returned unopened to the Respondent.

15.2 Modifications to Submissions will be accepted in the following form only:

- (a) modifications to a Submission shall not reveal the original amount nor the revised amount; only the amount to be added or subtracted from the original amount shall be stated;
- (b) by letter and signed by the same authorized representative who signed Form PQ-A (Submission Form); and
- (c) modifications must be received before Closing.

15.3 If the Respondent alters or withdraws its Submission after tender closing, **TCH and its subsidiaries** may retain the Bid Security (if applicable). **TCH and its subsidiaries** reserves the right to recover any damages suffered by **TCH and its subsidiaries** as a result of the alteration or withdrawal and the right to discipline the Respondent in accordance with its policies.

16.0 INTERPRETATION

Should a dispute arise regarding meaning, intent or ambiguity the decision of **TCH and its subsidiaries** shall be final.

17.0 SUBMISSION REQUIREMENTS

Respondents must provide the following items in their Submissions. Submissions that do not meet the Submission Requirements may be declared non-compliant and be rejected. The chart below lists the Submission Requirements and the actions that may be taken by **TCH and its subsidiaries** (at its discretion) to address incomplete or non-compliant Submission Requirements. **TCH and its subsidiaries** is not limited to the following list of actions.

Respondents must, where required, complete the forms provided and keep responses to the maximum number of pages, if specified. All forms must be completed in their entirety and signed.

Submission Requirements	Mandatory, Evaluated or Assessed requirement?	Action by TCH and its subsidiaries if Requirement is missing or incomplete
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Submission Requirements	Mandatory, Evaluated or Assessed requirement?	Action by TCH and its subsidiaries if Requirement is missing or incomplete
Attendance at Mandatory Meeting (Section 1.0)	Mandatory	Automatic rejection if the Respondent did not attend and sign in at the mandatory meeting
Submission received by Closing (Section 3.0)	Mandatory	Automatic rejection if the Submission was not received before Closing
Submission Labels 1 and 2	Mandatory	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Form PQ-A: Submission Form	Mandatory	Automatic rejection
Form PQ-B: Statutory Declaration: Fair Wage Policy	Mandatory	Automatic rejection
Form PQ-C: Declaration and Acknowledgement to Comply	Mandatory	Automatic rejection
Form PQ-D: Company Information and Experience	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Form PQ-E: Pricing Schedule	Mandatory	Automatic rejection; must be submitted in a separate envelope as indicated in Section 7.5.2
Form PQ-F: Constructor Health and Safety Assessment	Assessment	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Proof of Insurance (refer to Section 17.3)	Mandatory	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Workplace Safety and Insurance Board (WSIB) Certification (refer to Section 17.4)	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct

Submission Requirements	Mandatory, Evaluated or Assessed requirement?	Action by TCH and its subsidiaries if Requirement is missing or incomplete
Financial Reference (refer to Section 17.5)	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Litigation History (refer to Section 17.6)	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Methods and Procedures, Health and Safety, Qualifications and Capacity (refer to Sections 17.7, 17.8 and 17.9)	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Occupational Health & Safety Performance Record Form	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
List of Unionized Subcontractors Form (if applicable)	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct
Any other pages/forms specified in the tender documents	Evaluated	TCH and its subsidiaries has the authority to waive irregularity if deemed to be minor and/or request Respondent to correct

SUBMISSION REQUIREMENTS

17.1 **BID SECURITY:** none required.

17.2 **PERFORMANCE SECURITY:** none required.

17.3 INSURANCE

The Submission must include a statement from the Insurance Company verifying the Respondent’s ability to obtain the minimum insurance requirements for

General Liability Insurance, Automobile Insurance, and Builders Risk Insurance (if applicable) as identified below (e.g., Certificate of Insurance).

Upon inclusion on the Pre-Qualification List, the Contractor shall, at its own expense, obtain and maintain the required insurance throughout the term of the Contract and provide such proof to **TCH and its subsidiaries**. Such insurance hereunder shall remain in full force and effect from the commencement of the Contract to and including the expiry of the Contract or removal from the Pre-Qualification List. If the Contractor does not produce confirmation pursuant to this section, as applicable, **TCH and its subsidiaries**, in its discretion, may terminate the Contract.

- 17.3.1 **General Liability Insurance:** the limits of this insurance shall be for an amount not less than \$5,000,000 per occurrence for bodily injury and property damage, including loss of use thereof, with a deductible of not more than \$1,000.

General Liability Insurance shall be in the name of the Contractor and **TCH and its subsidiaries** shall be named as an additional insured under such policy. The Party responsible for a specific claim under this policy shall be responsible for the deductible.

- 17.3.2 **Automobile Insurance:** the limits of this insurance shall be for an amount not less than \$2,000,000 per occurrence covering all vehicles used in any manner in connection with the provision and performance of the Contract.

- 17.3.3 **Builders Risk Insurance:** If applicable, the Contractor shall obtain and maintain throughout the term of the Contract Builders Risk Insurance on an "all risks" basis in the name of the Contractor and the Contractor shall ensure that **TCH and its subsidiaries** shall be named as an additional insured. The amount of the coverage will not be less than the Contract Price plus the value of any products or materials provided by **TCH and its subsidiaries** for incorporation into the work performed pursuant to the Work. **TCH and its subsidiaries** may, in its sole discretion, and in addition to the foregoing, require the Contractor to obtain additional coverage for any losses incurred due to loss of or delay in use. In the event of loss or damage, all payments will be made to **TCH and its subsidiaries**. The Contractor shall assist **TCH and its subsidiaries** in facilitating the adjustment of such loss or damage for

the purposes of payment. Following the determination of the loss or damage, the Contractor shall proceed to restore the damaged property or work and submit requests for payment in the normal fashion.

The Party responsible for a specific claim under the Builders Risk Insurance shall be responsible for the deductible. The Builders Risk Insurance shall be obtained prior to the Contractor commencing performance of the Work and will remain in full force and effect from the date of the Contract to and including the date on which final payment under the Contract is due.

17.4 **WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) CERTIFICATION**

The Submission must include a current valid Certificate of Clearance from the WSIB or valid independent operator number including proof of personal coverage as identified below:

17.4.1 **WSIB Clearance Certificate:** a WSIB Clearance Certificate indicating the Respondent's WSIB firm number, account number and that its account is in good standing must be included in the Submission. Upon inclusion on the Pre-Qualification List, the Contractor agrees to maintain its WSIB account in good standing throughout the term of the Contract. **TCH and its subsidiaries** will require the Contractor to produce a valid Clearance Certificate from WSIB upon expiration during the term of the Contract and prior to any payment under the Contract. If the Contractor does not produce confirmation pursuant to this section, as applicable, **TCH and its subsidiaries**, in its discretion, may terminate the Contract.

17.4.2 **Independent Operator:** if the Respondent is a self-employed individual or partner who does not pay WSIB premium and is recognized by WSIB as an "independent operator", a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is required must be included in the Submission. Upon inclusion on the Pre-Qualification List, the Contractor must, within seven (7) business days of the request, provide confirmation that personal coverage from WSIB has been obtained for the duration of the Contract. If the Contractor does not produce confirmation pursuant to this section, as applicable, **TCH**, in its discretion, may terminate the Contract.

17.5 **FINANCIAL REFERENCE (Form PQ-D)**

The Submission must include the Respondent's financial institution's name, contact name, address, phone number and authorization for **TCH and its subsidiaries** to check financial references.

17.6 LITIGATION HISTORY (Form PQ-D)

The Submission must include the Respondents declaration of any litigation (past and present) with **TCH and its subsidiaries**.

Include the following information:

- name of plaintiff;
- name of defendant;
- year litigation was initiated;
- disputed amount (\$);
- nature of dispute; and
- whether the dispute is ongoing or completed.
- result of the litigation

Submissions from Respondents who are currently in litigation with **TCH and its subsidiaries** depending on the nature of the litigation, may not be considered.

Contractors who enter into litigation with **TCH and its subsidiaries** after they have been placed on the Pre-Qualification List will be removed from the list until the issue has been resolved.

17.7 METHODS AND PROCEDURES [Form PQ-D]

Provide a description, using a minimum of two case studies (maximum of three (3) pages) of your company's methods and procedures related to:

- (a) responsiveness to clients;
- (b) ability to complete jobs on schedule and on budget; and
- (c) quality acceptance/control practices.

17.8 HEALTH & SAFETY (Form PQ-D)

Provide a completed PQ-F Form. With each quotation, tender, proposal or other offer, the respondent upon request will be required to submit occupational Health

and Safety information under the Construction Safety Management Program, executed by a knowledgeable MEMBER OF THE Respondent's Staff.

17.9 QUALIFICATIONS AND CAPACITY (Form PQ-D)

The Contractor will act as an agent of **TCH and its subsidiaries**. They will be responsible for fulfilling the responsibilities of a construction manager, site supervisor and/or inspector. These functions may be required to be provided by standalone position(s), or may be provided as part of the duties of other workers assigned by the Contractor, and must meet or exceed the operating requirements of the *Occupational Health and Safety Act (OHSA)* and **TCH and its subsidiaries** requirements. **TCH and its subsidiaries** will determine, prior to the start of the job, of such requirements. Provide list of Equipment, which your company has in-house, i.e Boom Trucks, Infrared Cameras, Excavators, Trucks, etc.

17.9.1 Understanding of the Scope of Work (Form PQ-D)

Provide a description of your understanding of the scope of the work, project deliverables, management techniques, and liability issues
(Maximum one (1) page)

17.9.2 Organizational Chart (Form PQ-D)

Provide your typical Construction site organizational chart, identifying how it fits in with your Company organizational structure. Identify key personnel (in-house and sub-contracted) to be assigned to projects of the nature identified in the scope of work, including the person(s) who will fulfill the responsibilities of a construction manager or site supervisor.
(Maximum two (2) pages)

17.9.3 Key Personnel (Form PQ-D)

Provide a resume for each in-house key personnel as Identified above (b). Include qualifications (including professional designations, certifications, licenses, if applicable) as they relate to the scope of work identified in this PQ. (Maximum one (1) page for each person).

Provide the following information for the person(s) who will act in the position(s) of construction manager, supervisor and/or inspector:

- Number of years in this position;
- Number of years with the Company;
- Experience and education;

- Training (attach a copy of certificates for all training such as WHMIS, Swing Stage, Fall Protection, etc.)
- \$ amount of work per year that this person has delivered for your company in the past 2 years.

17.9.4 **For in-house forces/labour:** provide the following information:

- number of in-house personnel and the scope of work they will perform;
- Also include a brief employee profile that states name of workers Labour type(Apprentice/Journey and current levels), number of years, WHMIS, Asbestos, Fall Arrest, Confined Space, Trade License Number, Status, etc(this can be done on a spread sheet).

17.9.5 **For Subcontractors:** The intension of this tender is to source Electrical contractors who have their own in-house forces who can perform the work. The only use of sub contractors is only for ancillary work. Identify any subcontractors for ancillary work you will be using to augment your operations (if applicable) by completing forms "List of Subcontractors" and/or "Unionized List of Subcontractors".

Example: Example: Pipe tracing, Excavation, Ramp Heating, etc..

For Subcontractors: they must declare (include with your Submission) any litigation (past and present) with **TCH and its subsidiaries**. Include the following information:

- name of plaintiff;
- name of defendant;
- year litigation was initiated;
- disputed amount (\$);
- nature of dispute; and
- whether the dispute is ongoing or completed.

Changes to the list of Subcontractors will not be allowed after Submission without written permission from **TCH and its subsidiaries**.

TCH and its subsidiaries may deny the use of Subcontractors who are currently in litigation with **TCH and its subsidiaries**, depending on the nature of the litigation.

At the request of **TCH and its subsidiaries**, Contractors may be asked to remove identified Subcontractors who enter into litigation with **TCH and its subsidiaries** or TCH after you (as the General Contractor) have been placed on the Pre-Qualification List. Removal may be until the issue has been resolved.

17.9.6 Relevant Experience (Form PQ-D)

Provide an example to describe your company's experience as they relate to fire, life safety and experience in dealing the Fire Code, the Building Code and to the scope of work for which you are making a submission. (Maximum three (3) pages for the example)

The example should be substantially completed in the last five (5) years, related to the scope of work for which you are making a submission, and include (but not limited) to the following information:

- (a) description of the scope of the work performed;

17.9.7 Client Reference (Form PQ-D)

Provide three (3) references to describe your company's experience and relevance as they relate to the scope of work for which you are making a submission. (Maximum one (1) page for each reference)

Each reference should be for work that has been substantially completed in the last five (5) years, related to the scope of work identified in this PQ, and include (but not limited) to the following information:

- (a) description of the scope of the work performed;
- (b) project value (original construction cost, final construction cost); provide an explanation if the final construction cost was/is at least 10% below/above the original budget;
- (c) original scheduled start date, scheduled completion date, and final or anticipated construction completion date; provide an explanation if there was/is a difference in the scheduled and final construction date; and
- (d) owner(s)' name, address, phone number, email address;
- (e) if applicable, design consultant name, address, phone number, email address.

You may include **TCH and its subsidiaries** as a reference if applicable. Adverse performance evaluations on previous and current **TCH and its subsidiaries** assignments may have a significant negative impact on scoring.

SUBMISSION EVALUATION AND SELECTION

TCH and its subsidiaries will review and assess all Submissions for pre-qualification against the Submission Requirements identified in Section 17.0, and against the Scope of Work (Appendix A). All decisions made by **TCH and its subsidiaries** regarding pre-qualification shall be in its sole and absolute discretion.

17.9 SCORING

In order to be considered for inclusion on the Pre-Qualification List, Respondents must receive an overall score of 70 points or greater. The following criteria will be used for evaluation:

Scoring Criteria	Scoring
<p>Qualifications and Capacity</p> <ul style="list-style-type: none"> • Company experience in renewal, renovation and retrofit work • Company experience in working in occupied units/buildings • Qualifications of Proposed Key Personnel as identified in Section 17.9.3 • Experience in renewal, renovation and retrofit work in occupied units/buildings, and in scope of work • Staff in-charge of the work: experience 	30 points
<p>Methods and Procedures</p> <ul style="list-style-type: none"> • Planning and controls including: <ul style="list-style-type: none"> • Scheduling - resolutions for reconciling the schedule • Budget control • Methods and innovation used in completing work in occupied units/buildings • Communication with clients and consultants • Contract administration procedures – construction controls, progress draw format and means of verification of completed work 	30 points
Performance History (References)	20 points
Availability of In-house trades	20 points
Total	100 points

17.10 EVALUATION PROCESS

Submissions will be evaluated in the following stages:

Stage 1: Review of Mandatory Requirements

Each Submission will be reviewed to determine if the Submission meets all mandatory requirements. Submissions which do not satisfy ALL of the mandatory requirements will not be considered further, and will have their second envelope (Form PQ-E Pricing Schedule) returned unopened.

Stage 2: Review of Evaluated Requirements

Submissions will be evaluated against the evaluated requirements as identified in this PQ, and assigned a score to indicate the Respondent's success at satisfying the requirements. Each requirement has been pre-assigned a weighting indicating its relative importance, as identified in Section 17.10.

Notwithstanding, **TCH and its subsidiaries** reserves the right to adjust the stated weighting if, in its sole and absolute discretion, it determines that such an adjustment is appropriate in the circumstances.

Stage 3: External Reference Check

The evaluation will favor the higher scoring Submissions that do not have adverse performance ratings on previous or current assignments with **TCH and its subsidiaries**. These Respondents will be placed on a preliminary list from which external references will be checked. Respondents will not be considered further if references prove to be unsatisfactory.

Stage 4: Interview

Respondents may be asked to participate in an interview and/or make a presentation to the **TCH and its subsidiaries** evaluation team.

17.11 SELECTION OF PRE-QUALIFIED CONTRACTORS

TCH and its subsidiaries will review the Submissions of Respondents who have satisfactorily completed Stages 1-4 as identified in Section 17.11 (Evaluation Process), and based upon the information provided by Respondents through this PQ process, determine and establish competitive market rates for the work to be performed. **TCH and its subsidiaries** will inform Respondents of these competitive rates and invite them to enter into a Contract Price Agreement at these established rates. Respondents who enter into a Contract Price Agreement with **TCH and its subsidiaries** will be placed on the list of pre-qualified Contractors. Respondents who do not agree to the rates established by **TCH and**

its subsidiaries will not be placed on the Pre-Qualification List.

General Conditions and Disclaimers

18.0 RIGHT TO NEGOTIATE

TCH and its subsidiaries reserves the right to negotiate with one or more of the successful Respondents, seek clarification from the successful Respondents regarding their Submissions, and invite modifications to the Submissions submitted.

19.0 RIGHT TO CANCEL

TCH and its subsidiaries reserves the right to cancel the PQ at any time without any obligation to the Respondents and makes no guarantee that the process initiated by this PQ will continue.

20.0 RIGHT TO MAKE CHANGES

TCH and its subsidiaries reserves the unilateral and exclusive right to make changes, including substantial changes, to this PQ, such as changes to:

- requirements;
- schedule and deadlines; and
- process

provided that those changes are issued by way of Addenda in the manner set out in this PQ.

21.0 RIGHT TO WAIVE NON-COMPLIANCE

Notwithstanding anything else in this PQ, **TCH and its subsidiaries** may waive non-compliance with the requirements of this PQ and consider a Submission which does contain the content or form required by this PQ or which fails to comply with the process for Submission set out in this PQ.

– End of Document –



Scope of Work Pre-Qualification For The Provision of Sub-Contracted Electrical Maintenance Services

1.1 INVITATION

TCH is pleased to invite all interested Electrical Contractors to respond to this Pre-Qualification (“PQ”) and submit responses to provide Sub-Contracted Services (**Electrical Maintenance Services**) on a sub-consulting basis for assignments on single and multi-disciplinary construction projects for its 2012 to 2014 Construction Program.

1.2 USE OF SUB-CONTRACTORS

The intension of this tender is to source Electrical contractors who have their own in-house forces who can perform the work. The only use of sub contractors is only for ancillary work. Respondents must note that **TCH and its subsidiaries**, at its sole discretion, will allow a Contractor to retain sub-contractors.

1.3 COMMUNICATION WITH TCH

As a Consultant to **TCH and its subsidiaries**, communication is to be consistent with our Service Quality Statement. Any communication (written or verbal) between the Contractor, **TCH and its subsidiaries** client should be channelled through the **TCH and its subsidiaries** –assigned Project Manager, and where required on **TCH and its subsidiaries** letterhead.

1.4 CONTRACTOR AND PERSONNEL IDENTIFICATION

Contractors and their staff, while on site, are required to carry **TCH and its subsidiaries** identification, as provided by **TCH and its subsidiaries**, and identify themselves as working for **TCH and its subsidiaries**. Consultant’s vehicles parked on site must also bear the “Certified Partner” sign, as provided by **TCH and its subsidiaries**.

1.5 ENVIRONMENTAL CONSIDERATIONS AND COMMITMENT

TCH and its subsidiaries are obligated to ensure and promote our environmental commitments. To ensure these commitments are met, and where possible, the following criteria will apply to goods and services:

That the goods and services:

- do not harm human health and/or the environment;

- conserve energy and/or water;
- are durable and sustainable;
- manages and/or reduces waste;
- are not a wasteful allocation of resources.

1.6 Electrical Maintenance Services

The successful Respondent(s) will enter into an agreement with **hsi** to provide the delivery of Electrical services which will include the provision of necessary site staff operating under the requirements of OHSA. The successful Respondent(s) will act as an agent of **TCH and its subsidiaries**.

In the delivery of Electrical Services, the Contractor will be responsible for the means, methods and materials to be used in the construction execution of the project/Delivery in accordance with the contract documents (specifications and/or drawings).

At a minimum, the Contractor will be required to perform and provide the following:

- Site staff person(s) who will be on the job site and responsible for all site activities, including the activities of its sub-contractors (if applicable), and fulfill the responsibilities of construction manager, site supervisor and/or inspector.
- It is expected that the site staff person(s), internal or sub-contracted forces retained by the Contractor has the ability to read blueprints, interpret specifications, shop drawings, etc. as provided by Engineers, Architects or other Consultants.
- Conduct investigations as required to be fully familiarized in all aspects relating to the project.
- Provide all specific site safety requirements and arrangements before the commencement of any work.
- Attend all site meetings, and provide a prompt response to all on-site enquiries and emergencies, and provide meeting minutes/reports/pictures to **hsi** as required. In the event of accidents, damages etc., prepare an Accident Report as per the OHSA and **TCH and its subsidiaries** Health & Safety Program, and provide copies to **TCH and its subsidiaries**.

- Apply for a Notice of Project to the Ministry of Labour on behalf of **TCH and its subsidiaries**.
- Liaise and coordinate with government, utility companies and other sections and authorities as required.
- Provide an efficient method of construction to reduce/minimize disruptions to building occupants.
- Ensure quality workmanship in carrying out the work.
- Report to **TCH and its subsidiaries** at specified intervals, updating overall project schedules and budgets.
- Maintain communication protocols as set by **TCH and its subsidiaries**.
- Coordinate with **TCH and its subsidiaries** and Consultant(s) (if applicable), for all required inspections of the work during the construction.
- Provide as-built drawings at the end of the project within the specified time. (if applicable)
- Provide a WSIB Clearance Certificate with all submitted invoices and Statutory Declaration forms, as requested. (if applicable)
- Provide commissioning to all equipment and machines as requested by **TCH and its subsidiaries** and their client.
- Provide all warranty letters as specified in the Contract. (if applicable)
- Provide a prompt response to all concerns during the warranty period.
- Rectify all deficiencies and work under warranty within the duration set by the Contract and/or in agreement with **TCH and its subsidiaries**.
- Provide close-out documents as required.
- Arrange and attend all post-construction reviews/warranty inspections prior to the expiration of the warranty.

The Contractor will be required to provide services for construction projects in accordance with municipal by-laws, ordinances and legal requirements, rules, regulations, applicable standards, codes and orders, and the *Occupational Health & Safety Act* (OHSA) and its regulations, and attend initial and progress review meetings with **TCH and its subsidiaries** Construction Teams.

The Contractor will review the work for compliance with all applicable requirements including design, minimum acceptable standards, etc. and report on contraventions including those related to health and safety requirements, and ensure that such is conveyed in writing.

Only those Respondents who agree to enter into the Contract Price Agreement with **TCH and its subsidiaries** will be placed on the Pre-Qualified List. Respondents who are not prepared to agree to the rates established by **TCH and its subsidiaries** will not be placed on the Pre-Qualified List.

TCH and its subsidiaries, from time to time, will issue a Request for Quotations and invite one or more pre-qualified Contractors to submit a response for single and multi-disciplinary renewal, renovation and retrofit projects as and when required in the areas of work as identified below.

Electrical:

- Building Electrical Repairs – Main Distribution and Sub Services maintenance
- Lighting Repairs Interior / Exterior
- Conduit Repairs
- Building Automation Systems Testing & Repairs
- Building Fire Alarm Testing & Repairs
- Transfer Switch Testing & Repairs
- CCTV Repairs
- Card Access & Building Intercoms Repairs
- Photo Voltaic Installations Testing & Repairs
- Building Preventative maintenance
- Infrared Testing
- Multi Res Wiring Repairs
- Ramp Heating Testing & Repairs

Projects will range in value.

Label 1

**Please firmly affix this address label
to your own envelope containing your submission.
Please ensure that your envelope is sealed.**

Please contact **TCH** Procurement staff if you have any questions.

-----Cut here-----



To: Toronto Community Housing. (TCH)

Respondent's Name:

Reference No.: PQ 07/11
Pre-Qualification For The Provision of
Sub-Contracted Electrical Maintenance Services

**PQ SUBMISSION
DOCUMENTS ENCLOSED**

Closing date: Friday, February 3, 2012 at 11:00:00 am (local time)

hsi Solutions
729 Petrolia Rd
Toronto, ON Canada M3J 2N6

PQ 07/11 Pre-Qualification For The Provision of Sub-Contracted Electrical Maintenance Services

Form PQ-A (Mandatory Form)

Form PQ-A
Submission Form



Toronto
Community
Housing



Construction
and Maintenance
Solutions

Page 1 of 2

Closing Date and Time: Friday, February 3, 2012 at 11:00:00 am (local time)

Submit to: hsi Solutions, 729 Petrolia Road, Toronto, ON M3J 2N6

The Respondent must complete, properly sign and submit this Submission Form and any other pricing document on or before the stipulated closing time and date or the Submission will not be considered.

A Submission is irrevocable by the Respondent and will remain open for acceptance by **TCH and its subsidiaries** for a period of 60 days after Closing.

TCH and its subsidiaries reserves the right to accept any Submission in whole or in part, whether or not the price(s) is the lowest, and may reject any or all Submissions in its discretion.

This is not a joint submission.

This is a joint submission. The names of the individuals/firms who are making this joint submission are:

Name of Individual(s) or Firm(s):

For joint submissions, identify a single point of contact, and who shall sign on behalf of all parties involved in the Submission.

Name of single point of contact for the joint submission:

Name of Firm (if applicable):

Phone number:

Email address:

**PQ 07/11 Pre-Qualification For The Provision of
Sub-Contracted Electrical Maintenance Services**

Form PQ-A (Mandatory Form)

Page 2 of 2

This section must be completed for each Individual/Firm involved in the submission:

Name of Individual/ Firm:

Name of Authorized Signing Officer:

Title:

Signature:

Date:

If joint submission:

Name of Individual/ Firm:

Name of Authorized Signing Officer:

Title:

Signature:

Date:

If joint submission:

Name of Individual/ Firm:

Name of Authorized Signing Officer:

Title:

Signature:

Date:

PQ 07/11 Pre-Qualification For The Provision of Sub-Contracted Electrical Maintenance Services

Form PQ-B (Mandatory Form)



Form PQ-B
Statutory Declaration: Fair Wage Policy

CANADA)
 PROVINCE OF ONTARIO) IN THE MATTER OF
) **ALL WORKS AND SERVICES** provided for
) **TCH** (Toronto Community Housing.)
)

I, _____ of the _____
 of _____ in the Province of _____

DO HEREBY SOLEMNLY DECLARE THAT:

1. I am _____ of _____
 (hereinafter called the "Respondent", "Consultant" or "Contractor") and as such have knowledge of the matters hereinafter declared;
2. That the Respondent, Consultant or Contractor, with respect to the all work and services in the year 2012:
 - (a) shall comply with the Fair Wage Policy of **TCH and its subsidiaries** and shall pay fair wages in compliance with the Fair Wage Schedules provided; and
 - (b) shall ensure all sub-contractors follow the provisions of the Fair Wage Policy and pay wages in compliance with the Fair Wage Schedules.
3. I also declare that I do have a complete copy of the Fair Wage Policy of **TCH and its subsidiaries**.

AND I MAKE this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____, in _____)
 the Province of _____, this _____)
 _____ day of _____ 2012.)
 _____)
 _____)

A Commissioner etc.

Form PQ-C

**Declaration and
Acknowledgment to Comply**

Each Respondent must complete, sign and include this form in the Submission. It is the Respondent's responsibility to ensure that they have read, understood and agree to comply with the policies, practices and statements referred to on this form. It is the Respondent's responsibility to access these policies, practices and statements from the TCH website (www.torontohousing.ca) or the hsi website (www.hsisolutions.ca) .

1.0 Addenda

I/We hereby declare that:

I/We have received and reviewed Addenda **No.**____ to Addenda **No.** ____ inclusive.

OR I/We have received _____ addenda.

2.0 Service Quality Statement

I/We declare that:

I/We have read and shall comply with **TCH and its subsidiaries** Service Quality Statement.

3.0 Statutory Declaration - Fair Wage Policy

I/We certify that with respect to the Work under this PQ, that the statutory declaration signed before a Commissioner and submitted to **TCH and its subsidiaries** as part of my/our Submission will be honoured for the duration of the Contract.

I/We further certify that:

- (a) I/we have a copy of the Fair Wage Policy of **TCH and its subsidiaries**; and
- (b) I/We shall comply with the Fair Wage Policy and pay wages in compliance with the Fair Wage Schedules of **TCH and its subsidiaries**.

4.0 Anti-Racism Policy Statement

I/We declare that:

- (a) I/We have a copy of the Anti-Racism Policy Statement of **TCH and its subsidiaries**;

Bidder's Signature:

- (b) I/We shall comply with the Anti-Racism Policy Statement of **TCH and its subsidiaries** in its entirety; and
- (c) I/We will ensure adherence by our workforce/sub-contractors to the Anti-Racism Policy Statement.

5.0 Human Rights, Harassment and Fair Access Policy

I/We declare that:

- (a) I/We have a copy of the Human Rights, Harassment and Fair Access Policy of **TCH and its subsidiaries**;
- (b) I/We shall comply with the Human Rights, Harassment and Fair Access Policy of **TCH and its subsidiaries** in its entirety; and
- (c) I/We will ensure adherence by our workforce/sub-contractors to the Human Rights, Harassment and Fair Access Policy.

6.0 Safety Policy Statement

I/We declare that:

- (a) our company's philosophy/policy on Safety is exactly as submitted to **TCH and its subsidiaries** as part of our Submission; and
- (b) any changes to our philosophy/policy on Safety must be submitted for approval by **TCH and its subsidiaries**.

I/We further declare that:

- (c) I/We have received a copy of **TCH and its subsidiaries** Construction Safety Management Program (CSMP).

I/We further declare that:

- (d) any changes to our Safety Record as stated on Schedule 2b (Occupational Health & Safety Performance Record) of **TCH and its subsidiaries** Construction Safety Management Program and submitted as part of our Submission will be immediately communicated in writing to **TCH and its subsidiaries**.

7.0 Asbestos Procedures for Kitchen and Bathroom Refurbishment (not applicable to this PQ)

I/We declare that:

Bidder's Signature:

- (a) I/We have read and shall comply with the Guidelines for Modified Type 1 Asbestos Operations Procedures for Kitchen Refurbishment and Type 2 Asbestos Procedures for Bathroom Refurbishment.

8.0 Environmental Commitment

I/We declare that:

- (a) I/We have read and agreed to meet the criteria of **TCH and its subsidiaries** Environmental Commitment and Considerations (Scope of Work, Section 1.6) with respect to the supply and use of goods and services.

9.0 Submission of WSIB and Insurance Certificates and Bank Reference Letter

I/We declare that:

- (a) I/We will provide the necessary WSIB and Insurance Certificates as requested in this PQ.
- (b) I/We will provide authorization for **TCH and its subsidiaries** to obtain financial information, as requested in this PQ.

11.0 General Terms and Conditions

I/We declare that:

- (a) I/We have a copy of the General Terms and Conditions of **TCH and its subsidiaries**; and
- (b) I/We shall adhere to all the provisions in the General Terms and Conditions.

TCH and its subsidiaries will not make any changes to the General Terms and Conditions without providing same to the Respondent prior to implementation. General Terms and Conditions unique to a particular tender will be added as "Supplementary Terms and Conditions" and/or communicated in the "Instructions to Respondents" and brought to the attention of the Respondent prior to submission.

12.0 Conflict of Interest, Collusion and Breach of Article Statements

"Contractor" as used here shall include Respondent, Consultant, Applicant, Bidder or Vendor.
"Agreement" as used here shall include Contract or Purchase Order.

I/We declare and confirm that:

- (a) I/We have read and agree to the following **Conflict of Interest** statements:

Bidder's Signature:

Contractors must declare without delay to **TCH and its subsidiaries** any existing or potential conflict of interest. If such a conflict does exist, **TCH and its subsidiaries** may, at its discretion, refuse to consider the Submission.

If during the evaluation, the negotiation of the ensuing Agreement or during the course of the Agreement, the Contractor is retained by another client giving rise to a conflict of interest, then the Contractor shall so inform **TCH and its subsidiaries**. If **TCH and its subsidiaries** requests, then the Contractor will refuse the new assignment or will take such steps as necessary to remove the conflict of interest concerned. If **TCH and its subsidiaries** discovers there has been a breach of this section at any time, **TCH and its subsidiaries** reserves the right to disqualify the Submission or to terminate any ensuing Agreement.

- (b) I/We have read and agree to the following **Collusion** statements:

The Contractor assures that no member of **TCH and its subsidiaries** and no officer or employee of **TCH and its subsidiaries** is, will be, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in the performance of the Agreement, or in the supplies, work or business in connection with the said Agreement, or in any portion of the profits thereof, or in any monies to be derived therefrom. For the purposes of this provision stockholders shall include a person who holds publicly traded shares of the Contractor.

The Contractor further affirms that there is absolutely no agreement with any other Respondent(s) designed to result in submissions at artificial prices that are not competitive.

- (c) I/We have read and agree to the following **Breach of this Article** statement:

A breach of this article by the Contractor shall entitle **TCH and its subsidiaries** to terminate the Agreement, in addition to any other remedies that **TCH and its subsidiaries** has pursuant to the Agreement, in law or in equity.

13.0 Warranty of Tender

I/We certify that:

Bidder's Signature:

- (a) I/We expressly warrant that the prices contained in my/our tender whether as unit prices or lump sums, are quoted in utmost good faith on my/our part, without any collusive arrangement or agreement with any other person, or partnership or Corporation.
- (b) I/We expressly represent that I/we am/are not party or privy to any deceit tending to mislead **TCH and its subsidiaries** into accepting this Submission as a truly competitive tender whether to the prejudice, injury or benefit of **TCH and its subsidiaries**.
- (c) in submitting this document, I/we certify that with the exception of the under mentioned firms, I/We have no financial interest in any other firms, businesses or enterprises which either presently, or in the past, are or have rendered goods or services to **TCH and its subsidiaries** or which are also making a Submission on the present job.

This Submission is made entirely in accordance to any specifications, plans, price schedules, samples, terms and conditions, instruction, addenda or any other details provided in connection therewith or referred to herein, the goods, material, articles, equipment, work or services, specified or called for in the PQ Documents, at the price provided herein, on receipt of an official purchase order. By your signature hereunder, it is deemed you have read and agreed to all of the above (unless otherwise noted).

SIGNED AND SUBMITTED for and on behalf of:

Name of Company:

Legal Name (if different from above):

Address:

City and Province:

Postal Code:

Telephone:

Fax:

Email:

Name of Authorized Signing Officer:

Title:

Signature:

Date:

PQ 07/11 Pre-Qualification For The Provision of Sub-Contracted Electrical Maintenance Services

Form PQ-D (Evaluated Form)

Page 1 of 5



Form PQ-D
Company Information and Experience

Joint Submission: each individual/firm in the Joint Submission must complete and submit this form. Include one form for each individual/firm.

Firm or Individual Name:

Address:		Unit/Suite:
City:	Postal code:	
Telephone number:	Fax number:	

Primary Contact Information

Contact name:	
Telephone number:	Fax number:
E-mail address:	

Company Information

Year established:	Number of permanent employees:
Business type: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporated	

Principal(s) or Director(s) if applicable:

Number of available crews:	Own Forces:	Sub-Contracted:
-----------------------------------	--------------------	------------------------

List any affiliated companies:

Has the firm, affiliated companies or individual worked with TCH and its subsidiaries previously? Yes No

PQ 07/11 **Pre-Qualification For The Provision of
Sub-Contracted Electrical Maintenance Services**

Form PQ-D (Evaluated Form)

Page 2 of 5

Nature/Type of Primary Business

Please provide a brief description:

Total Value of Work Related to this Tender completed in the last five (5) years

2007	2008	2009	2010	2011
\$	\$	\$	\$	\$

Financial Reference - Respondents must provide written authorization for **TCH and its subsidiaries** to check financial references

Name of financial institution:

Address:

Contact name:

Phone number:

Fax number:

Email address:

I/we hereby authorize **TCH and its subsidiaries** to check our financial references.

Name:

Date:

Title:

Signature:

PQ 07/11 Pre-Qualification For The Provision of Sub-Contracted Electrical Maintenance Services

Form PQ-D (Evaluated Form)

Page 3 of 5

References

Include three (3) references for substantial work completed in the last five (5) years related to the scope and size of work identified in this PQ. If applicable, you may include **TCH and its subsidiaries** as a reference. Adverse performance evaluations on previous and current **TCH and its subsidiaries** assignments may have a negative impact on the evaluation.

Reference Number 1

Job description:

Project value: \$

Substantial completion date:

Company name:

Contact name and title:

Phone number:

Fax number:

Email address:

Reference Number 2

Job description:

Project value: \$

Substantial completion date:

Company name:

Contact name and title:

Phone number:

Fax number:

Email address:

Reference Number 3

Job description:

Project value: \$

Substantial completion date:

Company name:

Contact name and title:

Phone number:

Fax number:

Email address:

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Form PQ-D (Evaluated Form)

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Litigation History - Respondents must declare if they are currently in litigation with TCH and its subsidiaries

I/we are currently in litigation with **TCH and its subsidiaries** Yes No

If “yes”, provide the following information:

Name of plaintiff:

Name of defendant:

Year litigation was initiated:

Dispute amount: \$

Dispute is ongoing? Yes No

If no, indicate settlement date:

Nature of dispute:

If necessary, attach separate sheet with additional information about litigation history.

Methods and Procedures

On a separate sheet (maximum 3 pages): Provide a description, using a minimum of two case studies (maximum of three (3) pages) of your company’s methods and procedures related to:

- (a) responsiveness to clients;
- (b) ability to complete jobs on schedule and on budget; and
- (c) quality acceptance/control practices.

Understanding of the Scope of Work

On a separate sheet (maximum 1 page): provide a description of your understanding of the scope of work and the qualifications required, as outlined in Appendix A: Scope of Work.

In-House Forces/labour

Provide the following information:

- number of in-house personnel and the scope of work they will perform;
- your company’s anticipated 2012 workload using in-house forces;

your company’s 2013 planned workload using in-house forces. (Maximum 1 page)

Organizational Chart

Provide your typical Construction site organizational chart, identifying how it fits in with your Company organizational structure. Identify key personnel (in-house and sub-contracted) to be assigned to projects of the nature identified in the scope of work, including the person(s) who will fulfill the responsibilities of a construction manager or site supervisor. (Maximum two (2) pages)

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Key Personnel / In-House Labour

Provide a resume for each in-house key personnel as Identified above (b). Include qualifications (including professional designations, certifications, licenses, if applicable) as they relate to the scope of work identified in this PQ. (Maximum one (1) page for each person).

Provide the following information for the person(s) who will act in the position(s) of construction manager, supervisor and/or inspector:

- number of in-house personnel and the scope of work they will perform;
 - Number of years in this position;
 - Number of years with the Company;
 - Experience and education;
 - Training (attach a copy of certificates for all training such as WHMIS, Swing Stage, Fall Protection, etc.)
 - \$ amount of work per year that this person has delivered for your company in the past 2 years.
-

Relevant Experience

Provide an example to describe your company's experience as they relate to occupied units and building structures etc. and to the scope of work for which you are making a submission. (Maximum three (3) pages for the example)

The example should be substantially completed in the last five (5) years, related to the scope of work for which you are making a submission, and include (but not limited) to the following information:

- description of the scope of the work performed;
-

In House Equipment

Please provide list of Equipment, which your company has in-house, i.e Boom Trucks, Infrared Cameras, Excavators, Trucks, etc. (One Page)

**Form PQ-E
Pricing Schedule**Toronto
Community
HousingConstruction
and Maintenance
Solutions

1. This schedule must be completed in its entirety.
2. Quotations for various items are required on Pricing Schedule (Form PQ-E).
In each case, the quoted price will be for the completed work including all applicable labour, equipment and material required, necessary or incidental to the item. Do not include HST (or applicable taxes) in any pricing, unless otherwise indicated. Pricing should include, but is not limited to, mobilization, demobilization, profit, overhead, removal, materials, labour, equipment, disposal off site, site security, permits, samples, notifications, as-built plans, warranties and site cleaning
3. The Respondent shall note that accurate quantities for this contract cannot be pre-determined and will only be established at the time of actual field work. The quantities listed are fairly accurate estimates and shall serve as guidelines only to standardize quantities used when tendering. Any quantities given in the Submission Form which are to be priced on a unit basis are approximations only, and the final quantities for which payment will be made shall be measured and agreed as the work proceeds.
4. **TCH and its subsidiaries** will review all submissions and determine competitive market rates for the following work categories. Contractors who meet the criteria (as per the Submission Requirements in Section 17) will be informed of these competitive rates and invited to enter into a Contract Price Agreement at these established rates. Respondents who enter into an Agreement with **TCH and its subsidiaries** will be placed on the list of pre-qualified Contractors. **TCH and its subsidiaries**, from time to time, will issue a Request for Quotation and invite pre-qualified Contractors to submit a response to the Request for Quotations. Respondents who are not prepared to agree to the rates established by **TCH and its subsidiaries** will not be placed on the Pre-Qualified List.
5. In the case of an error made by the Respondent in extending the unit prices, **TCH and its subsidiaries** will use the unit price to determine the correct Bid price.
6. Contractors to stake out all utilities prior to commencement of construction.
7. Where applicable, the unit prices quoted shall be used to determine the cost of any additional work or credit for deleted work from the entire cost of this contract, as specified and/or as shown in the drawings.
8. In cases of incorrect mathematical extensions, the unit price indicated multiplied by the estimated quantity shall prevail. All mathematics will be checked and corrected as appropriate and the Respondent(s) advised.
9. If there is any discrepancy in the Submission Form or documents submitted by the Respondent, between any amount shown in writing and in figures, **TCH and its subsidiaries** may choose to accept the amount shown in writing or to reject the Submission.
10. **TCH and its subsidiaries** reserves the right to award any or all projects solely at its discretion.
11. **TCH and its subsidiaries** in its discretion will select suitable options to meet budgetary needs and award the work based on the lowest price for the options selected to a qualified Respondent.

Form PQ-E-1: Electrical Maintenance Services
Fee Schedule

TCH and its subsidiaries requires hourly rates from all Contractors for the performance of Work that will not be quantified using the unit rate sheets or stipulated price agreements. **Hourly rates** are for 2012 - 2014, and shall include all employer burden and profit such as, but not limited, to wages, vacation pay, benefits, overhead, administration, transportation/travel, etc. Where applicable, provide union and non-union rates.

Electrical (as referred to in the Appendix A: Scope of Work)	2012 - 2014 Hourly Rates	
	During Regular Hours (7:00 AM - 6:00PM)	During After Hours, Weekends and Statutory Holidays
Electrician	\$	\$
Apprentice / Helper	\$	\$
Escalation rate for 2015	%	%
Escalation rate for 2016	%	%

Parts/materials (That are not included in the Unit Pricing) will be charged at trade cost plus _____% for overhead and profit. Trade cost shall mean the actual cost to the contractor after deduction of all trade discounts. The contractor shall provide copies of invoices for each invoice submitted upon request.

WORK CATEGORIES	2012 - 2014 Hourly Rates	
	During Regular Hours	During After Hours Weekends and Statutory Holidays
50 ' Boom Truck (Includes Electrician)	\$	\$
35 ' Boom Truck (Includes Electrician)	\$	\$
Escalation rate for 2015	%	%
Escalation rate for 2016	%	%

Electrical Services Unit Pricing – Day to Day Maintenance		
Scope of Work	Regular Time 7 am to 5 pm	After Hours, Weekends, Statutory Holidays 5pm to 7 am - Overtime
Pole & wall Lighting Up to 35 ' HID Lamp Replacement (35-1000 watt HID) Cost to include all equipment and labour only - excluding material	\$	\$
Pole & wall Lighting Up to 20 ' HID Lamp Replacement (35-1000 watt HID) Cost to include all equipment and labour only - excluding material	\$	\$
Pole & wall Lighting Up to 35 ' HID Lamp & Ballast Replacement (35-1000 watt HID) Cost to include all equipment and labour only - excluding material	\$	\$
Pole & wall Lighting Up to 20 ' HID Lamp & Ballast Replacement (35-1000 watt HID) Cost to include all equipment and labour only - excluding material	\$	\$
Pole & wall Lighting Up to 35 ' Complete Replacement (35-1000 watt HID) Cost to include all equipment and labour only - excluding material	\$	\$
Pole & wall Lighting Up to 20 ' Complete Replacement (35-1000 watt HID) Cost to include all equipment and labour only - excluding material	\$	\$
Typical Multi Res Hallway Fixture Lamp Replacement 1 or 2 lamp up to 4 ' Fluorescent Replacement Up to 15 ' Cost to include all equipment and labour only - excluding material	\$	\$
Typical Multi Res Hallway Fixture Replacement 1 or 2 lamp up to 4 ' Fluorescent Replacement Up to 15 ' Cost to include all equipment and labour only - excluding material	\$	\$
Typical Multi Res Underground Garage Lamp Replacement 1 or 2 lamp up to 4 ' Fluorescent or HID Replacement Up to 15 ' Cost to include all equipment and labour only - excluding material	\$	\$
Typical Multi Res Underground Garage Fixture Replacement 1 or 2 lamp up to 4 ' Fluorescent or HID Replacement Up to 15 ' Cost to include all equipment and labour only - excluding material	\$	\$

Scope of Work	Regular Time 7 am to 5 pm	After Hours, Weekends, Statutory Holidays 5pm to 7 am - Overtime
Supply and install 75Kva single phase 416v-120/240v transformer mounted on wall. Remove old transformer and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 75Kva 3phase transformer 600v-120/208v Remove old transformer and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 200amp 3phase fusible disconnect. Remove existing disconnect and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 400amp 3phase fusible disconnect. Remove existing disconnect and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 600amp 3phase fusible disconnect. Remove existing disconnect and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 200amp single phase fusible disconnect. Remove existing disconnect and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 400amp single phase fusible disconnect. Remove existing disconnect and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 600amp single phase fusible disconnect. Remove existing disconnect and dispose. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 200amp 3phase 4wire panel complete with breakers. Price includes reconnection of existing feeds and load cables to new equipment.	\$	\$
Supply and install 400amp 3phase distribution panel. Remove existing panel and dispose. Reconnect all branch feeds, piping, wiring, etc. Price includes thirty 60amp 2pole breakers	\$	\$
Supply and install 600amp 3phase		

distribution panel. Remove existing panel and dispose. Reconnect all branch feeds, piping, wiring, etc. Price includes thirty 60amp 2pole breakers.	\$	\$
Supply and install electrical services to remove 400amp single phase distribution panel. Disconnect fifteen 60amp sub-services and one 200amp sub-service (each metered). Supply and install new 400amp single phase load center distribution panel. Re feed fifteen 60amp sub-services and one 200amp house service with meters.	\$	\$

Signed by: _____
Designation: _____
Company Name: _____
Date: _____

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Form PQ-F (Mandatory Form)

Form PQ-F Constructor Health and Safety Program Assessment Form



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Instructions: Complete Parts A and B and submit along with a completed schedule 2b Shaded areas for TCH use only.

Part A

Submitting Company Name:

Address:

Company contact Person:

Tel: _____ **Fax:** _____

Date Received: _____ **File No:** _____ **Reviewer:** _____

Date Reviewed: _____ **Outcome:** Acceptable Not Acceptable **Reasons:** _____

Part B

No.	Item	Do you Have	Must be Provided	Provided?		Rating
				Yes	No	
1	Health and Safety Policy Statement		✓			
2	Information on company requirements for qualifications of supervisors, equipment operators, workers		✓			
3	Policies, procedures, forms relating to health and safety inspections		✓			
4	Procedures relating to work site and public protection, security, access control		✓			
5	Policies, procedures, forms relating to work permitting					
6	Policies, procedures and rules relating to:					
6.1	o Work at heights / fall prevention and protection					
6.2	o Lock-out / de-energization		✓			
6.3	o Confined space entry					
6.4	o Hot work					
6.5	o Asbestos exposure control	N/A				
6.6	o Work near overhead wires					
6.7	o Use of heavy equipment (lifting equipment, vehicles)					
6.8	o Excavation					
6.9	o Site safety meetings					
6.10	o Other:	N/A				
7	Accident reporting and investigation policy and procedure		✓			
8	Do you conduct health and safety training and keep records for					
8.1	o Health and safety orientation					
8.2	o Fall arrest / fall protection					
8.3	o Electrical hazard awareness					
8.4	o Tool box safety talks					
8.5	o First aid					
8.6	o Asbestos hazard awareness and safe work practices					
8.7	o WHMIS					
8.8	o Lock-out and tag-out					
8.9	o Other:	N/A				
9	Workers' compensation performance rating report for previous three years		✓			
10	Proof of workers' compensation coverage		✓			

You must also provide a completed schedule 2b – Occupational Health & Safety Performance Record with this form

Schedule 2b provided?

Total Number of Zero Scores:

Score:

Score as Percentage:

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Schedule 2b (Mandatory Form)

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Construction Safety Management Program



Schedule 2b Occupational Health & Safety Performance Record

Please provide details of any convictions and/or charges or orders issued within the last thirty-six (36) months under the *Occupational Health & Safety Act* (OH&S Act) and Regulations (number of convictions/charges, section of the OH&S Act and/or regulations contravened, and penalty):

If no convictions and/or charges or orders, please sign the following declaration:

I, _____ of _____
Name and Title *Address*

do solemnly declare that _____
Bidder

has not been convicted/charged or received any orders under the OH&S Act and Regulations within the last thirty-six (36) months.

I also declare that my supervisors and workers have received the necessary training and are competent to perform the work specified in compliance with the OH&S Act and Regulations.

Name of Company:

Name of Authorized Signing Officer:

Title:

Signature:

Dated at _____ **this** _____ **day of** _____ **2012**

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List of Subcontractors

Identify Subcontractors who will be used to execute portions of work to conform to the requirements of the Contract Documents. Subcontractors are required to declare litigation history with **hsi** or Toronto Community Housing (refer to Section 17.9.5 of the PQ documents).

Changes to the List of Subcontractors will not be allowed after Bid closing without written permission from the **hsi**.

Name of Subcontractor

Company	
Address	
Contact Person	
Contact Number	

Scope of Work to be performed by this Subcontractor:

Qualifications and experience of this Subcontractor:

Subcontractors must declare if any litigation (past and present) with **hsi** or TCH. Include the following information:

- name of plaintiff;
- name of defendant;
- year litigation was initiated;
- disputed amount (\$);
- nature of dispute; and
- whether the dispute is ongoing or completed.

Include litigation details with your Submission by attaching details to this form, if applicable.
