Issued on February 13, 2011

ADDENDUM # 3

Change in Closing Date
Clarifications
Questions and Answers
APP-A Scope of Work Revised
Form PQ –D Revised
Label #2

The following **Addendum #3** consists of 21 pages including this cover letter. It forms an integral part of your submission.

The addendum includes:

Change in Closing Date
Clarifications
Questions and Answers
APP-A Scope of Work Revised
Form PQ – D Revised
Label #2

The addendum must be acknowledged in the Mandatory Submission PQ-C Form – Declaration and Acknowledgement to Comply.

Yours truly,

Sam Petralito
Manager, Strategic Sourcing

Change in Closing Date

Due to the Family Day Holiday observed on Monday, February 20, 2011. The Closing Date has been changed to Tuesday, February 21, 2012 at 11:00:00 am (local time) at 729 Petrolia Rd, Toronto, On, M3J 2N6.

Clarifications

1. **Information Session – The Information Session which was held on Friday January 27 at 11:00:00 am at 35 Carl Hall Rd was not mandatory. Therefore, contractors who did not attend the Information Session are still eligible to submit for Pre-Qualification. Please**

disregard Attendance at Mandatory Meeting (Section 1.0) – Mandatory as described in Section 17.0 of the Instructions to Respondents.

2. **Bid Security & Performance Security– Although Bid Security is not required for this Pre-Qualification, contractors who are successful in pre-qualifying may be required to provide security as follows:**

Bid security: the Bid Submission must include bid security in favor of **TCH** or **hsi** in the amount of ten per cent (10%) of the contract price and be valid for a period of sixty (60) days from the date of Bid closing unless otherwise stipulated. Bid security must be in the form of any one of the following:

- a Bid Bond (using the "Bid Bond" Form provided at time of tender) from a Surety authorized to transact the business of suretyship in the Province of Ontario; or
- a certified cheque; or
- a Bank Draft or an irrevocable Letter of Credit (not a letter of guarantee)

Performance security: the Bid Submission must include an agreement to bond (Surety consent) from a Surety authorized to transact the business of suretyship in the Province of Ontario (using the "Agreement to Bond" Form provided at time of tender).

For greater certainty:

- A Performance Bond issued by a Surety Company authorized to transact the business of suretyship in the Province of Ontario under the and in the Owner's approved form which is attached hereto and shall be in an amount equal to 50% of the Contract Price.
- A Labour and Material Payment Bond, be issued by a Surety Company authorized to transact the business of suretyship in the Province of Ontario under the and in the Owner's approved form which is attached hereto and shall be in an amount equal to 50% of the Contract Price.

As an alternate to the Performance Security for this tender: if the contract price is less than $1,500,000, the following alternate forms of security are acceptable in lieu of the Performance Security as mentioned in the General Terms and Conditions (Appendix B):

- an irrevocable letter of credit;
- a bank draft; or
- a certified cheque

in the amount of 20% of the contract price (including applicable taxes).

If this alternate form of security is used, it will be returned to the Contractor ninety (90) days after the completion of the work and the correction of all deficiencies. If deficiencies involve seasonal work that must be postponed, the security will be reduced to an amount equal to the value of the work which remains to be completed and the balance of the security returned to the Contractor ninety (90) days after all outstanding work is complete.

If you intend to submit this alternate form of performance security:

- include a note to this effect with your Submission. The note must be on the company's letterhead, signed by a duly authorized member of the company and sealed by a commissioner.

3. Electrical Maintenance Services

hsi intends to award up to 4 vendors for this Work (Electrical Maintenance Services). The value of this Work consisting primarily of single projects in the Maintenance Program over the anticipated 2012-2014 period is estimated at $1,500,000 ($1.5 Million) annually. Please be advised that this value is only an estimate and that all projects under the Work are subject to approved funding, and hsi reserves the right to add and/or remove any project solely in its discretion.

4. Award – TCH and its subsidiaries will award prequalification based on the following criteria:

i. The respondents must meet all mandatory requirements;
ii. The respondents must have the highest evaluated scores on their submission in the category applied for;
iii. The respondents must sign back to all hourly rates and unit costs as provided by TCH and its subsidiaries.

TCH and its subsidiaries will not pre-qualify more than the number of vendors as specified in Clarification # 3 of this Addendum #3 for each category.

5. SUBMISSIONS

Replace Section 7.0 from the instructions to bidders in the original tender document with the following.

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 <u>not</u> 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.

Submit form PQ – E in a separate envelope using Label #2. Place this envelope in the main Label # 1 envelope. If the respondent fails to meet the mandatory or evaluated requirements, the envelope with Label #2 will be returned unopened to the respondent.

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.

Questions and Answers

1. Instructions to Respondents – Page 22 of 25: Section 17.9.7 – Client Reference (Form PQ-D): This section mentions that each reference should include work substantially completed … and include the following information:
   - Project value (original and final constructions) and provide explanation if costs was 10% above/below original budget
   - Ask for original scheduled start and completion dates and final or anticipated completion dates and an explanation if there was a difference.
   - Design consultants contact information

- DOES THIS INFORMATION PERTAIN TO THIS MAINTENANCE CONTRACT (ON DEMAND WORK) OR TO THE ELECTRICAL CONSTRUCTION TENDER – PLEASE CLARIFY

Answer

Please refer to Revised Form PQ-D, which is part of this addendum #3

2. Instructions to Respondents – Page 15 of 25 – Section 17.0 Submission Requirements
The chart showing submission requirements states that Form PQ-E (Pricing Schedule) – must be submitted in a separate envelope as indicated in Section 7.5.2 – can't seem to find this section. It also mentions in the chart that Submission Labels 1 and 2 are mandatory but only Submission Label 1 seems to be included in this tender package – PLEASE CLARIFY

Answer

Refer to Clarification # 5 Submissions

3. Form PQ-D – References
Each reference requires substantial completion date – can we use Dec 31st as date and base the project value on annual work completed for customer on a demand basis (maintenance work) – PLEASE CLARIFY

Answer
Please refer to Revised Form PQ-D

4. Appendix A – Scope of Work - Not required for maintenance work
Section 1.6 – Electrical Maintenance Services
This section mentions Contractor will be required to perform and provide the following items that I am not sure pertain to this pre-qualification or if they pertain to the construction services – PLEASE CLARIFY:
   - Attend site meetings, provide meeting minutes
   - Apply for Notice of Project
   - Update overall project schedules and budgets
   - Provide as-built drawings at end of project
   - Provide Statutory declarations
   - Provide close-out documents
   - Arrange and attend all post-construction reviews …

Answer
These items are not required for maintenance services.

5. I am a sole proprietor shall I obtain some Builders Risk Insurance (17.3.3)?

Answer

Builders Risk Insurance is not applicable for this pre-qualification.

6. Regarding to the Financial Reference (17.5), will be enough by sending the contact reference of my Bank?

   Answer
   Please answer the information as requested on PQ-D

7. I don't have any litigation history. Shall I void this item or to write something?

   Answer
   Please answer the information as requested on PQ-D

8. In item 17.7, I haven't had such experience working with TCHC. Shall I provide these "case studies" relating performed jobs with other companies?

   Answer
   Yes, provide the case studies relating performed jobs with other companies.

9. I am a sole proprietor are the items 17.8 and 17.9 applicable to **my specific case**? If yes, please could you explain to me in other words?

   Answer
   All respondents must answer these sections as requested even if you are a sole proprietor. You must be able to display your Qualifications and Capacity and your compliance with Health and Safety rules and regulations. Failure to properly explain your company may result in a lower score.

10. I am a sole proprietor are the items (17.9.1 to 17.9.6) applicable to **my specific case**? If yes, please could you explain to me in other words?

    Answer
    All respondents must answer these sections as requested even if you are a sole proprietor. You must be able to display your Qualifications and Capacity and your compliance with Health and Safety rules and regulations. Failure to properly explain your company may result in a lower score.

11. I am a sole proprietor in the Form PQ-E-1, according to **my specific case**, I used to charge the hourly rate "as company" not as worker since I've to pay also some collateral expenses such as Insurance, Contracting licensing, WSIB, transportation and more, therefore my hourly rates can vary from 65 up to 75, depending of the distance to reach the job place. Which rate shall I fill out in that Form? In other hand, regarding to "Unit Price – Day to day maintenance" Form, I think I'll fill out only such tasks I use to perform. Is it correct?

    Answer
    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.

12. I am a sole proprietor are the Form PQ-F (Constructor Health and Safety Program Assessment Form) and schedule 2b (Occupational Health and Safety Performance Record) applicable to **my specific case**?

    Answer

    All respondents should provide these forms.

13. Where is the "Label 2"?

    Answer

    Label 2 is included as part of this addendum # 3

14. In case that some of the reference person is not available and I cannot obtain in time the "reference letter", could I send as "additional document" after the closing day?

    Answer

    All forms and supporting documentation are to be submitted at time of PQ closing.

15. In the "Instructions to Respondents" in page 15, regarding to Form PQ-E (pricing schedule), is indicated that must be submitted in a separate envelope as indicated in section 7.5.2

    Answer

    Please refer to clarification # 5 Submissions.

16. I don't see any item 7.5.2, I read the whole content within the item 7.5 and there is nothing regarding to the pricing schedule. Could you please clarify me about that? In other hand how will I label that separate envelope.

    Answer
    Please refer to clarification # 3 Submissions.

17. Pole & Wall lighting up to 20ft – depending on the exact height – boom truck or ladder – should we provide both prices for labour including boom truck and labour without boom truck. What quantity would this be based on?

    Answer

    There are separate costs for boom truck your labour costs includes equipment which would be ladder. Quantity 1 to 10

18. Pole & Wall lighting up to 35ft – is this height between 20ft and 35ft since we are already pricing up to 20ft in a separate section - boom truck to be used at this height. What quantity would this be based on.

    Answer

    Quantity 1 to 10

19. Typical Multi-Res fluorescent lamp, fixture replacement – what quantity would this be based on?

    Answer

    Quantity 1 to 10

20. Typical Multi-Res Underground Garage lamp, fixture replacement – what quantity would this be based on

    Answer

    Quantity 1 to 10

Scope of Work - Revised 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 maintenance projects for its 2012 to 2014 Maintenance Program.

1.2 USE OF SUB-CONTRACTORS

TCH and its subsidiaries, in its sole discretion, may allow a Contractor to retain sub-contractors.

1.3 CONTRACTOR PERFORMANCE PROGRAM

The purpose of **TCH and its subsidiaries** Contractor Performance Program is to ensure that **TCH and its subsidiaries** receive the highest level of performance from its Contractors and the highest level of service satisfaction from its customer base.

TCH and its subsidiaries is updating its current Contactor Performance Program to evaluate Contractor performance in delivering the technical scope of work and specifications (Section 1.11) and in the following key areas as identified below (Sections 1.4 through 1.9): responsiveness, customer service, quality of workmanship, adherence to branding, provision of documentation, and health and safety compliance. Evaluation of performance will be at the point of substantial completion of a project or as deemed necessary by **TCH and its subsidiaries**. Contractors will be informed of their performance results. Performance results may be taken into consideration in awarding future work.

The current Contractor Performance Program is to remain in effect until the new program is available. Until such time, Contractors are required to satisfy the requirements identified below in Sections 1.4 through 1.9.

It is expected that the new Contractor Performance Program be incorporated into contracts beginning in 2012. Details of the program will be communicated to Contractors prior to program implementation.

1.4 REQUIRED TECHNICAL CAPACITY AND EQUIPMENT

Contractors are required to meet and maintain the following technical capacity requirements for the duration of the contract:

- One contact phone number and/or email address for dispatching purposes.
- Cell phones and mobile devices with access and ability to receive/send calls and emails which must be carried by personnel who are attending the site.
- Ability to transact information using Microsoft Word and Excel, and PDF formats.
- **TCH and its subsidiaries** preference is that Contractors submit invoices electronically (email) and receive payments electronically (transfer of funds).

Contractors are also required to provide and maintain the following equipment for the duration of the contract:

- Sufficient number of vehicles in good working condition to meet service and response requirements of the contract.

1.5 RESPONSIVENESS AND ACCEPTANCE OF WORK

TCH and its subsidiaries uses a work order and purchase order system to dispatch work to Contractors. Contractors are required to communicate with **TCH and its subsidiaries** using cell phone and/or email within the required response times indicated below. Contractors are required to be available during the service times as specified in the contract (ie. 24 hours).

Contractor Expectations	**Required Response Time**
Receive, accept and confirm work orders and purchase orders	Within 30 minutes of call or email from **TCH and its subsidiaries**
Provide an estimated time of arrival to the site	Upon acceptance of work order
Provide actual time of arrival on site	Upon arrival on site
Comply with spending limits as outlined in the purchase order; otherwise provide quotation for work	Quotations to be provided within 3 working days of request
Provide confirmation of work order completion with resolution description/details: • repair issue encountered	Upon completion of work

Contractor Expectations	Required Response Time
• repair(s) performed • materials/equipment used • hours spent (by skill type)	
Leave time ticket on site following completion and scan/email copy of time ticket to **TCH and its subsidiaries**	Leave time ticket on-site upon completion of work, and email copy to **TCH and its subsidiaries** next working day
Arrive on site for non-emergency work	Be on-site within 4 hours or as scheduled at time of accepting work order
Arrive on site for emergency containment	Be on-site within 2 hours of accepting work order
Scheduled/planned work, including call backs to address deficiencies and warranty work	Complete on the scheduled day (unless re-scheduled by **TCH and its subsidiaries**)
Preventive maintenance work	Complete as per the schedule, and provide documentation on completion within 5 working days

1.6 CUSTOMER SERVICE AND QUALITY OF WORKMANSHIP

Contractors are required to comply with **TCH and its subsidiaries** Service Quality Standard (Appendix C) and:

- complete work according to code and standards of authorities having jurisdiction.
- report, to **TCH and its subsidiaries**, any obvious required/necessary repairs (additional to what was dispatched).
- clean-up after work completion, including the removal and proper disposal of garbage, old parts, equipment, liquids, etc.

Any communication (written or verbal) between the Contractor and **TCH and its subsidiaries** customer should be channelled through the **TCH and its subsidiaries**-assigned Construction/Project Manager, and where required on **TCH and its subsidiaries** letterhead.

1.7 CONTRACTOR AND PERSONNEL IDENTIFICATION (BRANDING)

Contractors and their staff are required, while on site, to carry **TCH and its subsidiaries** identification, as provided by **TCH and its subsidiaries**, and identify themselves as working for **TCH and its subsidiaries**. Contractors and their staff are required to be in appropriate and presentable attire.

TCH and its subsidiaries reserves the right to add “Certified Partner” patches on Contractor uniforms and/or provide “Certified Partner” shirts to those Contractors who do not wear uniforms.

Contractor’s vehicles parked on site must also bear the “Certified Partner” sign as a permanent decal or magnetic sign. Vehicles must be clean and in good working condition (ie. no rust, no significant dents or body damage).

1.8 DOCUMENTATION

Contractors are required to submit:

- invoices within 4 working days of completion of the work. Invoices must reference the purchase order number. Any disputes with invoices must be resolved and cleared within 30 days.
- valid insurance certificate and WSIB clearance certificate for the duration of the contract or as requested by **TCH and its subsidiaries**.
- other documents as required under the contract within the timeline specified (ie. close-out reports, inspection reports, Engineer/consultant reviews, etc.)

1.9 HEALTH AND SAFETY (CONSTRUCTION SAFETY MANAGEMENT PROGRAM)

Contractors are required to comply with **TCH and its subsidiaries** Health and Safety requirements and applicable statutes and regulations, including the Occupational Health & Safety Act (OHSA), and to conduct their activities in ways that protect the health and safety of their employees, building occupants, residents, staff, visitors and the public.

In addition to declaring OHSA violations as part of the Tender Submission Documents (Schedule 2b), Contractors are required to report any changes to their Safety Record and declare any new OHSA violations that may arise during the contract. Changes are to be reported in writing to **TCH and its subsidiaries** immediately. **TCH and its subsidiaries**, in its discretion, may terminate existing contracts for breach of this article, and/or if **TCH and its subsidiaries** is in the opinion that the safety record changes/violations will compromise the health and safety of its employees, building occupants, residents, staff, visitors and the public.

Where the work consists of or includes construction, the Contractor shall for the purpose of the *Occupational Health & Safety Act* (OHSA) be designated as the “Constructor” for the project comprising the work.

1.10 ENVIRONMENTAL CONSIDERATIONS AND COMMITMENT

TCH and its subsidiaries are obligated to ensure and promote our environmental commitments. The following criteria will apply to ensure these commitments are met, and where possible.

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; and
- are not a wasteful allocation of resources.

1.11 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 maintenance 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 ay 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 maintenance 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 maintenance.
- 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-maintenance reviews/warranty inspections prior to the expiration of the warranty.

The Contractor will be required to provide services for maintenance 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.

Form PQ-D (Evaluated Form)
Addendum #3

Form PQ-D - Revised
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: ☐ Sole Proprietorship ☐ Partnership ☐ 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

Nature/Type of Primary Business

Please provide a brief description:

Total Value of Maintenance 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:

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:

Annual Maintenance value: $

Company name:

Contact name and title:

Phone number:	**Fax number:**

Email address:

Reference Number 2

Job description:

Annual Maintenance value: $

Company name:

Contact name and title:

Phone number:	**Fax number:**

Email address:

Reference Number 3

Job description:

Annual Maintenance value: $

Company name:

Contact name and title:

Phone number:	**Fax number:**

Email address:

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 companies organizational chart. Identify key personnel (in-house and sub-contracted) to be assigned to the maintenance contract as it relates to the scope of work. (Maximum two (2) pages)

Addendum #3

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)

Label 2

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

Form PQ-E