

REQUEST FOR INFORMATION

ROOFING

CONTRACTOR PRE-QUALIFICATION

CS-2022-01

Issue Date: February 4, 2022
Closing Date: February 18th, 2022
Time: 11 a.m. (local time)
Location: 80 Gore St E
Perth, Ontario
K7H 1H9
Attn: Shannon Baillon

Late submissions will not be accepted.

This request for information is for qualification purposes only

Table of Contents

REQUEST FOR INFORMATION	1
1. Instructions to Bidders	4
1.1. General	4
1.2. Form of Submission	4
1.3. Definitions	4
1.4. RFI Timeline	4
1.5. Closing	4
1.6. Bid Opening and Acknowledgement of Submission Receipt	5
1.7. Electronic Submissions	5
1.8. Late Submissions	5
1.9. Withdrawal or Alteration of Pre-Qualifications	5
1.10. Examination of Pre-Qualification Documents	5
1.11. Completion of the Pre-Qualification	5
1.12. Omissions, Discrepancies and Interpretations	6
1.13. Addenda	6
1.14. Acceptance or Rejection of Pre-Qualification	6
1.15. Pre-Qualification Award Procedures	7
1.16. Responsibility for Damages	7
1.17. Ability and Experience of Bidder	7
1.18. Character and Employment of Workers	7
1.19. Bidder Expense	8
1.20. Regulation Compliance and Legislation	8
1.21. Assignment of Contract	8
1.22. Cancellation	8
1.23. Governing Laws	9
1.24. Freedom of Information	9
2. Specific Conditions	10
2.1. Guarantee and Warranty	10
2.2. Subcontractor Declaration	10
2.3. General Liability Insurance	10
2.4. Vehicle Liability Insurance	11
2.5. Workplace Safety & Insurance Board	11
2.6. Health and Safety	11
2.7. Pre-Qualification Selection Criteria	11
2.8. Inquiries	12
APPENDIX A CONTRACTOR'S QUALIFICATION STATEMENT	13
Experience with Type of Work:	13
Organization Details:	13
Number of Employees	13
Experience Detail:	14
Change Order History	14
Claims and Suits:	15
Bankruptcy:	15
References:	15

APPENDIX B — REFERENCE PROJECTS LIST 16
 Reference 1: 16
 Reference 2: 16
 Reference 3: 17
 Reference 4: 17
 Reference 5: 17
APPENDIX C –TEAM QUALIFICATIONS..... 18
APPENDIX D – CONFIRMATION OF RECEIPT OF ADDENDA 19

1. Instructions to Bidders

1.1. General

This Request for Information (RFI) is a Pre-Qualification process to select qualified contractors to bid on roofing projects for the Town of Perth in 2022 and 2023.

1.2. Form of Submission

All submissions must be submitted upon the documents provided, duly completed & signed (where applicable), placed in a sealed envelope and must include:

- Appendix A - Contractor’s Qualification Statement
- Appendix B - Reference Project List
- Appendix C – Team Qualifications
- Appendix D – Confirmation of Receipt of Addenda

Submissions must be clearly marked, on the outside, “RFI CS-2022-01 – Contractor Pre-Qualification”

1.3. Definitions

Corporation:	Refers to Town of Perth
Owner:	Refers to Town of Perth
Bidder:	Refers to any eligible entity providing a Submission
Successful Bidder:	Refers, in the event of an award/qualification, to the selected Bidder
Contractor:	Refers, in the event of an award/qualification, to the selected Bidder
Director:	Means the Town of Perth staff member responsible for this project.

1.4. RFI Timeline

The schedule for this Request for Proposals is as follows:

Event	Date
RFI posted and available to Vendors	February 4, 2022
Register intent to submit	February 11, 2022
Last date for questions	February 11, 2022 11:00 am
RFI submission due date	February 18, 2022 11:00 am
Target date for review of submissions	February 25, 2022
Target date for notification of pre-qualification	March 1, 2022

1.5. Closing

Pre-qualification submissions must be received by the Owner at 80 Gore St East, Perth, Ontario on/before:

11:00 a.m. (local time), Friday, February 18th, 2022

The Owner is not responsible for submissions which are not properly marked and/or delivered to any other location than that specified herein.

1.6. Bid Opening and Acknowledgement of Submission Receipt

If COVID conditions permit, a public opening will occur at 80 Gore Street East, Perth Ontario.

An acknowledgement of submission receipt will be sent to all bidders before the close of business day on February 18th confirming receipt of submission. A formal status notification will be forwarded to all bidders on or before March 1st, 2022.

1.7. Electronic Submissions

Submissions via email will be accepted. The submission must be sent to reception@perth.ca . Email title must be "RFI Pre-Qualification CS-2022-01 *Contractor Name*".

1.8. Late Submissions

Submittals received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Bidder.

1.9. Withdrawal or Alteration of Pre-Qualifications

A Bidder who has submitted a Pre-qualification may submit a further Pre-qualification at any time up to the specified time and date for Pre-qualification closing. The last Pre-qualification received shall supersede and invalidate all Pre-qualifications previously submitted by that Bidder for this contract.

A Bidder may withdraw or alter the Pre-qualification at any time up to the specified time and date for Pre-qualification closing by submitting a letter bearing the Bidder's signature to the authorized representative who will mark thereon the time and date of receipt and will place the letter in the Pre-qualification box. The Bidder's name and RFI number shall be shown on the envelope containing such submittal. Telegrams, facsimiles (faxes), or telephone calls will not be accepted. Pre-qualifications withdrawn under this procedure cannot be reinstated.

1.10. Examination of Pre-Qualification Documents

Each Bidder must satisfy himself/herself by a personal study of the Pre-qualification documents. There will be no consideration of any claim, after submission of Pre-qualifications, that there is a misunderstanding with respect to the conditions imposed by this Request for Information.

1.11. Completion of the Pre-Qualification

The following documents must be submitted in hard copy, or via email as described

above:

- Appendix A Contractor's Qualification Statement
- Appendix B Reference Project List
- Appendix C – Team Qualifications
- Appendix D – Confirmation of Receipt of Addenda

All entries shall be clear, legible and made in a non-erasable medium. All items shall be submitted according to instructions contained within this Pre-qualification Document.

Alterations may be made provided they are legible and initialed by the Bidder's signing officer. Pre-qualifications which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

1.12. Omissions, Discrepancies and Interpretations

Should a Bidder find omissions from or discrepancies in any of the Pre-qualification Documents or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable an addendum will be issued to all who have received Pre-qualification Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Pre-qualification Documents.

1.13. Addenda

If required, an addendum will be distributed to all bidders registered as a document taker for this bid. Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's responsibility to notify the Owner of any changes to their email or mailing address. It is the Bidder's ultimate responsibility to ensure all addenda have been received.

Bidders shall be required to acknowledge receipt of addenda on the Pre-qualification Form contained in the bid document.

1.14. Acceptance or Rejection of Pre-Qualification

- 1.14.1. The Owner reserves the right to reject any or all Pre-qualifications and to waive formalities as the interests of the Owner may require without stating reasons therefore.
- 1.14.2. Notwithstanding and without restricting the generality of the statement immediately above, the Owner shall not be required to accept a Pre-qualification, or recall the Pre-qualifications at a later date:
 - 1.14.2.1. When only one (1) Pre-qualification has been received as result of the Pre-qualification call

- 1.14.2.2. When all Pre-qualifications received fail to comply with the Pre-qualification requirements;
- 1.14.2.3. The acceptance of a Pre-qualification will be contingent upon an acceptable record of ability, experience and previous performance.
- 1.14.3. The Owner shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Owner of any Pre-qualification or by reason of any delay in the acceptance of a Pre-qualification except as provided in the Pre-qualification document.
- 1.14.4. Each Pre-qualification shall be open for acceptance by the Owner for a period of twenty- four (24) months following the date of Closing.

1.15. Pre-Qualification Award Procedures

Unless stated otherwise the following procedures will apply:

- 1.15.1. The Owner will notify the successful Bidder that his/her Pre-qualification has been accepted, within fourteen (14) calendar days of the Pre-qualification closing.
- 1.15.2. Notice of acceptance of Pre-qualification will be by a letter sent by email.
- 1.15.3. Immediately after acceptance of the Pre-qualification by the Owner, the successful Bidder shall provide the Owner with any required documents within fourteen (14) calendar days of the date of notification of acceptance.

1.16. Responsibility for Damages

The successful Bidder shall indemnify and save harmless the Town of Perth from and against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, brought or executed by, or attributed to any such damages, injury or infringement as a result of activities under this Pre-qualification.

1.17. Ability and Experience of Bidder

It is not the purpose of the Town of Perth to pre-qualify any Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and plant resources to ensure acceptable performance and completion of the Pre-qualification.

1.18. Character and Employment of Workers

The successful Bidder shall employ only orderly, competent and skilful workers to ensure that the works are carried out in a respectable manner.

In the event that any person employed by the successful Bidder in connection with future work arising out of this Pre-qualification gives, in the opinion of the Owner just cause for complaint, the successful Bidder upon notification by the Owner in writing shall not permit such person to continue in any future work arising out of this pre-qualification.

1.19. Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Pre-qualification submission are entirely the responsibility of the Bidder and will not be charged to the Owner.

1.20. Regulation Compliance and Legislation

The successful Bidder shall ensure all future services and products provided in respect to this Pre-qualification are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

1.21. Assignment of Contract

The successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of this pre-qualification or his/her right, title or interest therein, or his power to execute future work, to any other person, company or corporation, without the previous consent, in writing, of the Owner's officials.

1.22. Cancellation

- 1.22.1. The Owner reserves the right to immediately terminate the Pre-Qualification at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- 1.22.2. If the successful Bidder should neglect to execute the various request properly or fail to perform any provision of this mandate, the Owner, after three (3) business days written notice to the successful bidder. Continued failure of the successful Bidder to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.
- 1.22.3. Either party may terminate the Pre-qualification by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved.
- 1.22.4. Failure to maintain the required documentation during the term of this pre-qualification may result in suspension of the work activities and/or cancellation of the contract.

1.23. Governing Laws

This PRE-QUALIFICATION and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

1.24. Freedom of Information

Any personal information required on the Pre-qualification Form is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the Pre-qualification submission.

All written Pre-qualifications received by Town of Perth become a public record, once a Pre-qualification is accepted by Town of Perth, and a letter confirming the acceptance has been issued, all information contained in them is available to the public, including personal information.

2. Specific Conditions

2.1. Guarantee and Warranty

The Contractor guarantees and warrants that with ordinary wear and tear that all work shall, until the end of the 24 month period of maintenance, remain in such condition as will meet with the approval of the Owner, and that he will be responsible for expeditious rectification in a manner satisfactory to the Owner, and for the cost thereof, of any imperfect work due to or arising from materials, equipment or plant incorporated into or used in the construction, that is discovered by any means at any time prior to the issuance of the Final Certificate.

The Owner shall decide as to the nature, extent, cause of, and responsibility for imperfect work and the necessity for and the method of rectification thereof. The Contractor will rectify imperfect work expeditiously and in accordance with the time preset or as directed by the Owner's representative.

2.2. Subcontractor Declaration

As part of this pre-qualification, the Town of Perth is expecting proponents to be a full-time employer of the person(s) which form their on-site forces. Subcontractors will not be accepted. Proof of full-time employment may be requested if it is believed that any part of the work is being subcontracted. Any required subcontractors for trades outside of roofing work must be declared to the Town of Perth prior to the commencement of each project.

2.3. General Liability Insurance

The comprehensive policy of public liability and property damage insurance shall not be less than **Five Million Dollars (\$5,000,000.00)** per incident. The successful Bidder agrees to complete the work in accordance with the Pre-qualification, agrees to provide proof of an insurance policy in the amount of not less than **Five Million Dollars (\$ 5,000,000.00)**, per incident, to indemnify Town of Perth against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the work under this Pre-qualification.

Town of Perth shall always be included as an "additional insured" on the comprehensive policy of public liability and property damage insurance of the Successful Bidder immediately subsequent to award and, prior to commencement of any work under this award.

Any property damage deductible, in accordance with the General Conditions of a contract specification, shall be the responsibility of the Contractor.

Contractors are hereby specifically notified that any loss or damage to the work caused by the action of the elements including rain storms, wind storms, floods, etc., shall be sustained and borne by the Contractor at his own expense. Any material and additional work required to make good any loss or damage to work previously completed shall be borne at the cost of the Contractor and no claims for extra payment will be considered.

2.4. Vehicle Liability Insurance

The Successful Bidder shall, throughout the term of the Contract, obtain and maintain in force, vehicle liability insurance (for all licensed vehicles & equipment) in a combined amount of not less than **Two Million Dollars (\$2,000,000.00)**, per occurrence, against claims for bodily injury and/or property damage including claims against the successful Bidder under any hold harmless or indemnity provisions of the Contract in respect of motor vehicles owned or leased by the successful Bidder which are required by law to be licensed.

The successful Bidder will be required to submit a copy of their insurance policy or Certificate of Insurance upon acceptance of qualification.

2.5. Workplace Safety & Insurance Board

The successful Bidder shall provide the Corporation with a copy of the Workplace Safety & Insurance Board's Clearance Certificate indicating the successful Bidder's good standing with the Board:

2.6. Health and Safety

The successful Bidder, upon request, will provide the Owner(s), **prior** to commencement of work, with a written copy of the **Health and Safety Policy** for their firm along with **Health and Safety procedure(s)** relevant to the work to be performed. The successful contractor will be expected to work in accordance with the Occupational Health and Safety Act (re: duties of Constructors and duties of employers) and applicable regulations. Health and Safety legislation and Environmental legislation and regulations are considered the minimum requirement the Firm must meet.

2.7. Pre-Qualification Selection Criteria

The acceptance of a Pre-qualification will be contingent upon, however not limited to, the following considerations:

- A total score of at least 80%;
- Experience and References to similar clients & projects;
- Qualifications of the organisation and team members;
- Compliance with Pre-qualification process;

Area	Proportion
References Vendor's past history of successfully executing similar projects, including specifics of the jobs	40
Experience Depth of organisation, number of years of in the business, experience with Municipal projects, Change Order history	25

Claims, Suits and Financial Stability # Claims, lawsuits, bankruptcies	20
Qualifications Depth and qualifications of team members both in the company and sub-contractors.	15
TOTAL	100

2.8. Inquiries

Inquiries concerning this Pre-qualification in its entirety are to be directed to:

Shannon Baillon
Director of Community Services
Town of Perth
sbaillon@perth.ca

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Pre-qualification will be circulated in writing as a Request for Pre-qualification Addendum to all registered document takers who have received the Request for Pre-qualification document from the Corporation.

Inquiries must be received no later FIVE (5) business days prior to closing; otherwise a response may not be provided.

APPENDIX A CONTRACTOR'S QUALIFICATION STATEMENT

The undersigned certified under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Submitted by (Firm Name): _____

Address: _____

Phone: _____ Email: _____

Principal Office Location: _____

Experience with Type of Work:

Low Slope Roofing X

Metal Wall Cladding X

Organization Details:

Please provide the following information concerning your organization:

Type of Entity (choose one):

Corporation Partnership Individual

Other _____

Number of Employees

Full Time: _____ Part Time: _____

Name of Submitter: _____

Position with Organisation: _____

Number of years this organization has been in business _____

Have members of this organization operated under former names/businesses?

Yes No

If "yes," list name, type of entity and names of principal, owners or partners.

Experience Detail:

Please list the type and number of Municipal projects your firm has constructed which were subject to the Owner Guidelines and other regulatory agency construction requirements:

Type - _____

Total Number - _____

New Construction - _____

Renovations - _____

Insurance:

Please list names of current insurance carrier and number of projects insured by carrier:

Change Order History

Describe each instance within the last five (5) years where change orders applied for during construction amounted in the aggregate to more than five percent (5%) of the contract price for any major project which your firm completes, or in which actual construction costs exceeded the contract price by more than five percent (5%). Attach further detail if needed.

Claims and Suits:

Has your organization ever failed to complete any construction work it has been awarded? Yes No

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please describe in full.) Yes No

Has there been in the last ten years, or is there now pending or threatened, any litigation, arbitration, investigation, or governmental or regulatory proceeding involving claims in excess of \$100,000 or requesting a declaratory judgment or injunctive relief with respect to the construction or operation of any building which your firm, its principals, predecessors or affiliates constructed? Yes No

Is there any potential claim, demand, litigation, arbitration, investigation, governmental proceeding or regulatory proceeding involving your firm, or its principals, predecessors or affiliates? Yes No

If the answer to either of the preceding questions is "Yes," please describe in full in an attachment.

In addition to the litigation, arbitration, investigation or governmental or regulatory proceeding referred to in the preceding paragraphs, is there any litigation, arbitration, investigation or governmental or regulatory proceeding now pending or threatened to which your firm is or may be a party, or are you aware of any potential claim or demand, which might otherwise affect the capacity of your firm to perform with respect to your involvement with the Owner, whether or not it concerns other work which you have undertaken? If so, please describe in full. Yes No

Bankruptcy:

Has your firm, its principals, predecessors, or affiliates been the subject of any proceeding under the federal bankruptcy laws or any other proceedings under state or federal law in which a court or government agency has assumed jurisdiction over any of the assets or business of your firm, its principals, predecessors or affiliates? If so, please identify the proceedings, the court or governmental body and the date such jurisdiction was assumed in an attachment. Yes_____ No_____

References:

Please list on the attached sheet marked "Appendix A" a minimum of five (5) major roofing projects your organization has performed in the last five (5) years, within a radius of one hundred and fifty (150) kilometers from Perth, Ontario. Please be advised that your references will be contacted.

APPENDIX B — REFERENCE PROJECTS LIST

Reference 1:

Name of project: _____

Owner: _____ Phone#: _____

Location: _____

Contract amount: _____ Completion amount: _____

Insurance: _____

Completion date: _____

Reference 2:

Name of project: _____

Owner: _____ Phone#: _____

Location: _____

Contract amount: _____ Completion amount: _____

Insurance: _____

Completion date: _____

Reference 3:

Name of project: _____

Owner: _____ Phone#: _____

Location: _____

Contract amount: _____ Completion amount: _____

Insurance: _____

Completion date: _____

Reference 4:

Name of project: _____

Owner: _____ Phone#: _____

Location: _____

Contract amount: _____ Completion amount: _____

Insurance: _____

Completion date: _____

Reference 5:

Name of project: _____

Owner: _____ Phone# _____

Location: _____

Contract amount: _____ Completion amount: _____

Insurance: _____

Completion date: _____

APPENDIX C – TEAM QUALIFICATIONS

The applicant shall list the names and qualifications of team members and sub-contractors to be used in the execution of a roofing project. There may be requirements for Masonry, HVAC, Electrical, Metal fabrication, Carpentry, Craning, Paving/Landscaping (for repair of the grounds if needed), Scaffolding/Overhead protection.

Team Member	Company Name	Team Member Qualifications

APPENDIX D – CONFIRMATION OF RECEIPT OF ADDENDA

I have received and allowed for _____ Addenda in preparing my RFI response.

I have included signed copies of all Addenda with this submission

Company Name

Signature

Print Name

Title