

BIDDER QUALIFICATIONS

FOR

**GENERAL CONTRACTORS
AND SELECTED SUBTRADES
(MECHANICAL AND ELECTRICAL)**

FOR

**MIDDLESEX-LONDON HEALTH UNIT
INTERIOR RENOVATION/TENANT FIT-UP**

SUITE 110 AT CITI PLAZA, LONDON, ONTARIO

1. General

1.1 SUBMISSION REQUIREMENTS

Boards of health are required to adopt and maintain policies with respect to the procurement of goods and services according to section 270(2) of the *Municipal Act, 2001*. The *Ontario Public Health Standards: Requirements for Programs, Services and Accountability*, which are published as public health standards for the provision of health programs pursuant to section 7 of the *Health Protection and Promotion Act*, further requires that all procurement of goods and services be through an open and competitive process. The Middlesex-London Health Unit has developed Procurement Protocols to address the goals of the procurement process which include obtaining the best value by ensuring quality, efficiency and effectiveness.

- .2 This project consists of constructing various patient care areas, support spaces and administration areas within the existing Level 1 and Level 2 floors of the Citi Plaza Building. In addition, this project will include a renovation to an existing Mezzanine and renovation to the existing basement, which is the primary delivery entrance. Managerial experience in expediting this type and scope of work is important and should be identified by the General Contractor.

Submissions are to include the following information:

1. A completed CCDC 11 – 2018 “Contractor’s Qualification Statement”, including:
 - a. Resumes outlining credentials and experience of personnel to be assigned to this project (including superintendent and project manager).
 - b. Examples of three (3) projects of similar scope and complexity successfully completed over the past five (5) years including client and consultant references.
2. Documented Infection Control training (CSA, CHES etc.)
3. CAD 7 form and the proponent’s valid WSIB.
4. Proponent’s company profile and Company Health and Safety Policy.
5. Proof of Insurance (Ability to provide General Liability Insurance (\$5,000,000 minimum).
6. Disclosure of any legal action involving the firm.

Submissions will be evaluated based on the information requested to be included in the submission (refer to above). Items 1, 2, 3, 5, and 6 are considered mandatory and their omission will result in the submission being rejected without further review. Items 1a., 1b., and 4 will be utilized to evaluate the submissions further based on a weighted scoring matrix (attached as an Appendix to this Section).

- .3 Inclusion of any false statement is grounds for immediate disqualification. Failure to submit a completed questionnaire with the Bid may be cause for the Bid to be considered a non-responsive. The Owner reserves the right to waive minor irregularities and to make all final determinations. The Owner will evaluate the information contained in each applicant’s questionnaire and responses received in reference checks. Contractor will be comparatively judged on the basis of, but not limited to, responses to this questionnaire, completion of work similar in scope, performance and quality of work previously completed, organizational capacity, quality of persons and financial criteria. The sole and discretionary judgment of the awarding authority will determine if the applicant is deemed qualified. The Owner may take such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the items(s), and the bidder shall furnish to the Owner all such information and data for this purpose as may be

requested. Owner reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fail to satisfy Owner that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

- .4 All information provided by the Bidder will remain confidential, will be used only for purposes of qualification, and will not be disclosed except as required by law. Only Bid proposals from qualified Bidders will be considered for award of a Contract.

BIDDER QUALIFICATIONS SUPPLEMENT A – DECLARATION

**Project: Interior Renovations/Tenant Fit-up, Suite 110 Citi Plaza
Middlesex-London Health Unit**

The undersigned declares that all of the qualification information submitted with this form is true and correct, that the Bidder fully understands this qualification information is being considered for this project only, that being declared non-qualified for this project by the Owner excludes the Bidder from award of this project.

Signatures

SIGNED AND SUBMITTED for and on behalf of:

(name of bidder)

(signature)

(name and title of person signing)

(signature)

(name and title of person signing)

Witness

(signature)

(name and title of person signing)

Date: _____

Bidder must answer all of the following questions and provide all requested information, where applicable. If the answer to any question is “none” or if the question is not applicable, please state in writing. Any Bidder failing to do so may be deemed non-responsive with respect to this qualification at the sole discretion of the Owner. All information submitted for qualification evaluation will be considered official information acquired in confidence, the Owner will maintain its confidentiality to the extent permitted by law. The Bidder agrees and acknowledges that being rendered not qualified applies to this project. Bidder further agrees that once the Owner considers the Bidder “not qualified”, award cannot be made to the Bidder on this project regardless of an appeal being filed. The decision of the Owner on an appeal is final and not appealable. Bidder further authorizes the Middlesex-London Health Unit or its Designee to contact any entity named in the application for purposes of verifying the information supplied by the contractor.

END OF BIDDER QUALIFICATIONS SUPPLEMENT A – DECLARATION

BIDDER QUALIFICATIONS SUPPLEMENT B – SUBMISSION CHECKLIST

**Project: Interior Renovations/Tenant Fit-up, Suite 110 Citi Plaza
Middlesex-London Health Unit**

1. A completed Bidder Qualification Declaration Form.
YES NO
2. A completed CCDC 11 – 2018 “Contractor’s Qualification Statement”.
YES NO
3. Resumes outlining credentials and experience of personnel to be assigned to this project (including superintendent and project manager).
YES NO
4. Examples of similar projects successfully completed over the past five years including client and consultant references.
YES NO
5. Documented Infection Control training (CSA, CHES etc. copies of certificates attained by proposed staff for this project).
YES NO
6. Copies of current CAD 7 form and a valid WSIB Certificate.
YES NO
7. Proponent’s Company Profile and Company Health and Safety Policy.
YES NO
8. Proof of Insurance (Ability to provide General Liability Insurance (\$5,000,000 minimum)).
YES NO
9. A letter disclosing **any** current or recent legal action involving the firm within the last five years.
YES NO

END OF BIDDER QUALIFICATIONS SUPPLEMENT B – SUBMISSION CHECKLIST

BIDDER QUALIFICATIONS SUPPLEMENT B – APPENDIX ‘A’

MLHU Bidder Qualification Scoring Matrix

Mandatory Requirements (Score of 0 in any required category results rejection)

Item	YES (score 1)	NO (score 0)
CCDC 11 – 2018 fully executed (complete, signed, sealed)?		
CAD 7 included?		
WSIB Certificate of Clearance included?		
Company Profile included?		
Health & Safety Policy included?		
Ability to provide General Liability Insurance (\$5,000,000 minimum)?		
Current legal action disclosure?		

Weighted Scoring (out of 100)

Item	Max Points Available
1 Superintendent experience in similar healthcare projects	20
2 Project manager experience in similar healthcare projects	20
3 Documented Infection Control Training (CSA, CHES etc.)	15
4 Similar projects completed by firm in last 5 years	10
5 References from clients	15
6 References from consultants	10
7 Proven ability to maintain project schedule	10

Scoring Criteria

1	>10 years = 25, >5 years but <10 years = 20, >3 years but <5 years = 10, <3 years = 0
2	>10 years = 20, >5 years but <10 years = 15, >3 years but <5 years = 10, <3 years = 0
3	Yes = 10, No = 0
4	5 or more projects = 10, 3 to 5 projects = 6, 2 projects = 3, 1 project = 1, 0 projects = 0
5	3 positive references from projects noted above = 15 2 positive references from projects noted above = 10 1 positive reference from projects noted above = 5
6	3 positive references from projects noted above = 10 2 positive references from projects noted above = 6 1 positive reference from projects noted above = 3
7	Yes = 10, No = 0

Note: Minimum Points Required to be Eligible = 65

END OF BIDDER QUALIFICATIONS SUPPLEMENT B – APPENDIX ‘A’