

**REQUEST FOR PROPOSAL**

**RFP No. 2520001**

**General Contractor – Location Sharon, ON**

**For**

**FOR KERRY`S PLACE AUTISM SERVICES**

**Issue Date: January 6, 2025**

**Closing Time: 2:00 p.m. Eastern Time on**

**February 3rd, 2025**

**REQUEST FOR PROPOSAL (“RFP”)**

**RFP #2520001 – General Contactor – Location Sharon**

1. INTRODUCTION

Background

We are Canada’s largest service provider to families with children, youth, and adults with Autism Spectrum Disorder, serving more than 8,000 families and individuals each year.

Since 1974 Kerry’s Place has been creating and providing evidence-based supports and services that enhance the quality of life of those with ASD across Ontario. And with staff of more than 1,100, Kerry’s Place is one of the only organizations in the country that serves the entire life span of those with ASD.

As the prevalence rate of Autism continues to rise, the need for services and supports continue to increase. Kerry’s Place is recognized as a leader nationally and internationally, with service providers seeking our consultation to help with best practice research, training, and service delivery.

**Our Vision, Mission & Values**

**VISION:** Persons with Autism are full and equal members of their communities.

**MISSION:** To enhance the quality of life for persons with Autism by being leaders in:

* Developing and providing evidence-based support; and
* Building capacity by sharing our knowledge and expertise.

**VALUES:**

* Demonstrating **Respect** by celebrating diversity, supporting inclusion and advancing the dignity and uniqueness of all persons.
* Empowering **Choice** by providing opportunities and supporting the right of all persons to make informed decisions.
* Demonstrating **Integrity** through truthful, accountable and ethical actions and relationships.
* Promoting **Collaboration** through person-centred care and partnerships, seeking input and valuing diverse perspectives.
* Striving for **Excellence** through continuous learning and quality improvement.

**Our Services & Programs**

Through the **Ontario Autism Program**, we provide children and youth – and their families – a menu of timely, evidence-based services needed to achieve their goals at home, at school, and within their communities. This initiative serves individuals with ASD up to age 18, delivering skill-building groups, individual consultation, parent training and coaching, system navigation and family support.

We provide numerous **Community Services and Supports** including our day and overnight respite options to provide a well-deserved break for families with loved ones with Autism, along with our many camps, swim programs and leisure groups.

Our **Adult Skill-Building and Peer Support Groups** broaden the social circle for each and every individual we support.

Our **Employment Programs** lend assistance to young adults with Autism to help develop skills that lead to meaningful, lasting employment opportunities.

We provide adults with ASD **Supported and Semi-Independent Living** at over 80 distinct properties across Ontario. Our group living approach provides a safe, 24-hour, home environment where residents are encouraged to pursue their own personal goals including outings into the community, employment, athletics, and a variety of hobbies and interests.

Many of our residents grow with Kerry’s Place, spending upwards of 30 years with us. And through a lifetime of shared pursuits and generational experiences, we too, grow with them.

**Regions We Serve:**

The corporate office is located in Newmarket with a regional presence as follows:

* Central Region: Dufferin, Halton, Peel, Waterloo, and Wellington.
* East Region: Durham, Hastings, Lanark, Leeds & Grenville, Lennox & Addington, Prince Edward County, Haliburton, Kawartha, Pine Ridge, York, and Simcoe.
* Toronto Region: Bordered by Steeles Avenue to the north; Pickering Townline to the east; Hwy 427 to the west, and Lake Ontario to the south.

Each region works closely with community partners to create a support network which fosters greater understanding of the needs of persons with autism and their families.

# Type of Agreement

The selected Vendor will be expected to enter into an agreement (“Agreement”) as contemplated by the RFP. Please see Schedule A for the intended agreement.

**Objective**

This RFP is being issued to obtain Proposals for Kerry’s Place for a General Contractor – Location Sharon as outlined in the scope below.

**Scope of Work**

Interior renovation - washrooms, kitchen, and apartments

**General notes:**

* Due to Health & Safety issues, a mold specialist for mold removal must be engaged if mold is discovered during demolition. Besides remediation each location must include new/proper ventilation as needed. Timeline and final cost will have to be reviewed/approved prior to start of work.
* Bathroom wall panels must be replaced with PVC paneling to ensure water proofing.
* A dumpster has to be supplied for all junk removal.
* Floors to have runners, and coverings of areas where there is no construction has to be considered to prevent any damages to the existing property.
* Consider full cleaning of site upon completion of the construction.
* All material to be purchased by the contractor.
* For any additional material or labor that has not been accounted for in this estimate, can be added on later via change orders.
* All design/color choices will be discussed prior to installation.
* All work to be accordance to Ontario Building Code (OBC) and Electrical Safety Authority (ESA).
* **Contractor must obtain any Permits needed for the work described in this scope of work.**

**Basement Level**

AH Basement Apartment:

Doors:

* Back door to the upstairs / backyard needs to be reinforce to withstand kicks and breaking.

Basement Walls:

* Remove the existing drywall off the walls. Keep ceiling and bulkheads. Keep the framing and insulation.
* Installation of new 1/2" birch plywood panels throughout basement walls only. 1/4" gaps to be left for the wood to expand and contract. Screw holes to be left as is
  + Reinforce walls – MDF so they can not be broken.
* Installation of new black 4" vinyl baseboard where new birch plywood panels are being installed.
* Nailed and glued. Fully caulked and sealed.
* Installation of Velcro strips for the existing window coverings.

Bedroom Flooring:

* Installation of new waterproof 7mm vinyl flooring (168sqft approximately). Avoid planks so no pieces that can be lifted or picked.
* Flooring to have underlayment attached and to be glued down to the concrete.
* Installation of transitions accordingly.
* Installation of new black 4" vinyl baseboard. Nailed and glued. Fully caulked and sealed bathroom

Bathroom:

* Remove and install a new 2-piece chair height toilet including a new wax ring. Toilet to be fully caulked and sealed.
* Remove and install a new American standard tub. Keep the existing shower fixtures.
* Remove and install a new plain bathtub surround with fewer grout lines. Fully caulked and sealed; bathtub insert could be acceptable.
* Keep the existing vanity cabinetry. But remove and install a new poly marble top with a new chrome single-hand faucet.
* All plumbing included (All fixtures staying in same locations).
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting).
* Installation of new waterproof 7mm vinyl flooring (168sqft approximately). Avoid planks so no pieces that can be lifted or picked.
* Flooring to have underlayment attached and to be glued down to the concrete.
* Installation of transitions accordingly.
* Regular vanity and tap

FL Basement Apartment (IE’s old apartment):

Bedroom:

* Remove and install of new black 4" vinyl baseboard. Nailed and glued. Fully caulked and sealed.
* Installation of new waterproof 7mm vinyl flooring (168sqft approximately). Avoid planks so no pieces that can be lifted or picked.
* Flooring to have underlayment attached and to be glued down to the concrete.
* Installation of transitions accordingly.
* Installation of Velcro strips for the existing window coverings.
* Review windows system to avoid exiting through them but still open for air circulation. Consider if it’s a egress for fire exit according to code.
* Waterproofed walls: MDF could be an option.
* Waterproofed ceilings

Bathroom:

* Remove and install a new 2-piece chair height stainless steel toilet including a new wax ring. Toilet to be fully caulked and sealed.
* Shower only, no bathtub, fully waterproofed, no step up only walk-in.
* Installation of a new door trim. Nail holes to be filled with wood filler and then trim painted white.
* Installation of a new single vanity with MDF cabinetry and poly marble top. Installation of a new single-hand chrome faucet.
* All plumbing included (All fixtures staying in the same locations).
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting)
* Fully waterproofed washroom.
* Sloped floor for drain.
* Vanity needs to have a large laundry tub sized sink, regular tap with knobs to turn.
* Toilet, sink, shower need to each have their own separate shut offs.
* Non-shatter mirror

**Main Floor**

RS Main Floor Apartment:

Bathroom:

* Waterproofed bathroom: floor, walls.
* Remove and install a new 2-piece chair height toilet including a new wax ring. Toilet to be fully caulked and sealed.
* Hand rail for toilet.
* Remove and install a new American standard tub. Keep the existing shower fixtures.
* Remove and install an accessible combo bathtub /shower. Fully caulked and sealed.
* Hand rail for bath.
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting).
* All plumbing included (All fixtures staying in the same locations).
* Remove flooring and install new 7mm vinyl flooring planks.
* Regular vanity and sink.

IE Bathroom (FL old bathroom):

* This washroom is to be completely gutted to the studs.
* Installation of new R21 insulation on the exterior wall.
* Certain damaged framing elements (Non-structural) to be redone.
* Washroom to be separated from the bedroom by installing new green waterproof drywall and framing elements.
* Needs to be a door to separate the bathroom from the bedroom.
* All walls to get new 1/2" waterproof green board drywall (Board, mud, tape, and sand for a level 4 finish).
* Install a new 2-piece chair height toilet including a new wax ring. Toilet to be fully caulked and sealed.
* Install a new American standard tub. Installation of new standard chrome shower fixtures.
* Walls to be put up for the tub separation.
* Install a new plain bathtub surround (One with fewer grout lines). Fully caulked and sealed.
* Installation of a new single vanity with MDF cabinetry and poly marble top. Installation of a new single-hand chrome faucet.
* Underground plumbing for the drainage of the tub. Back pour of the concrete included.
* Installation of new 7mm vinyl flooring planks.
* Planks to have underlayment attached and planks to be glued down to the subfloor.
* Installation of transitions accordingly.
* Installation of new black 4" vinyl baseboard. Nailed and glued. Fully caulked and sealed.
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting).
* Installation of new potlights with a dimmer switch.
* Installation of new door/window 4" trims/casings.
* Ventilation installed for this bathroom

AL Bathroom: **Needs to be completely accessible.**

* Door need to comply with accessible requirements width: minimum of 32” with a maximum of 48”.
* Large bathtub to be removed.
* Replace with walk-in shower that is fully accessible, handle bar, and a built in shower seat.
* Remove and install a new 2 piece chair height/or higher accessible toilet including a new wax ring. Toilet to be fully caulked and sealed.
* Protection padding around the side and back of the toilet, that can be cleaned and wiped down easily.
* Remove shower and replace with acrylic shower base and enclose. Fully caulked and sealed.
* Remove and cap off bathtub below the floor.
* Installation of a new single vanity with MDF cabinetry and poly marble top. Installation of a new single hand chrome faucet.
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting).
* Installation of a new solid core interior door (Including new hardware and handle).
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting).
* All plumbing included (All fixtures staying in the same locations).
* Remove flooring and install new 7mm vinyl flooring planks.
* Non-shatter mirror.
* Widen door frame from bedroom to bathroom for accessibility of walker/wheelchair.
* Windows need to remain protective (not open all the way) but with opening opportunities for air circulation.

Main Floor Kitchen:

* Complete gut of the existing kitchen.
* Installation of a kitchen with MDF thermofoil shaker style cabinets or similar.
* Installation of soft close Blum hinges.
* Installation of stainless steel 5" pull handles.
* Kitchen will include 4drawers and rest cabinets/cubbies
  + Locked cabinetunder sink
  + 2 lockeddrawers (knivesand sharps)
  + 1 locked pantry
* Installation of an archover the kitchen sink.
* Inside the cabinets will be melamine.
* Color of cabinetswill be defined by Kerry’s Place.
* Installation of crown molding.
* All appliances to be bought byKerry’s Placebut installed by contractor:
  + Refrigerator
  + Kitchen Stove
* All plumbing for appliances must be included (Fridge, sink, dishwasher).
* Installation of new deep stainless-steel double-bowl sink, with a high arc pull-out faucet.
* New 6" venting for a new range hood to be done.
* Provide and install a new Milano powerful range hood.
* Keep all electrical work as is (wiring, outlets, and switches).
* Install new modern cover plates.
* Installation of a dark straight-edge quartz (non-shatter, not breakable)waterfall countertop.
* Countertop to flow into the back splash (For no grout lines).
* Drywall to be patched and skimmed before installing backsplash−MDF.
* All corners/edges tobe sealed.
* Installation of new24"x24" tile in the kitchen
  + Waterproof if possible, somethingthat won’t break easily or crack, so itcan’t be picked or removed
* Use of orange Schluter uncoupling tile membrane underlayment.
* Installation of a tile border threshold.

Laundry room:

* Upgraded locked laundry cabinetfor chemical storage.
* Add additionallocked cabinets and storage.
* Replace and repair electrical from cabinet.
* Replace and repair plumbing/ use existing fixtures.
* Replace thebroken outsidedoor jamb.
* Doors needs to be reinforced to withstand kicks and breaking
  + From laundry to front of house/Meds
  + From kitchen to laundry

Front Office:

* Wire organization for the entire office.
* Installation of a new A/C unit on the exterior window.
* Fix cabinets.

Main Floor Baseboard:

* Remove and install new black 4" vinyl baseboard throughout the main floor. Nailed and glued.
* Fully caulked and sealed

**Upper Level**

AS Apartment:

* Replace 3 tread grip runners.
* Sidewall attic hatch replaced with door and lockable latch.
* Small patch in the stairwell.
* Fix handrail.

AS Washroom

* Remove and install a new 2-piece chair height toilet including a new wax ring. Toilet to be fully caulked and sealed.
* Remove and install a new American standard tub. Installation of new chrome standard shower fixtures.
* Remove and install a new walk-in plain bathtub surround (One with fewer grout lines). Fully caulked and sealed.
* Installation of a new single vanity with MDF cabinetry and poly marble top. Installation of a new single-hand chrome faucet.
* Installation of a new 80 CFM bathroom fan (Connecting to the existing venting).
* Installation of a new solid core interior door (Including new hardware and handle).
* Regular sink and vanity.
* All plumbing included (All fixtures staying in same locations)

Full House Interior Painting

* All walls, ceiling, trim, and doors painted according to Kerry’s Place color choice (paint specification: Sherwin Williams ProMar 200 or similar).
* Silicone throughout all millwork (Baseboard, trim, doors, etc...).
* Walls to be sanded before primer application.
* Areas of Painting: Whole Interior Property

Construction is allowed between the hours of 7am – 7pm, 7 days a week.

**All work must be in compliance with the Ontario Building Code (OBC) as applicable for the designated classification of the property and “Scope of Work” requested. The Contractor shall furnish upon completion to Kerry's Place copies of the ESA Certificates and Inspection Reports related to the Renovation Work.**

**The Contractor shall maintain the Work in a safe and tidy condition and free from the accumulation of waste products and debris, other than that caused by the Owner, other contractors or their employees.**

**The Contractor is responsible for the safe storage of their equipment left on job site of Kerry’s Place property.**

**Additional work above the “Scope of Work” listed above will require additional quotes based on the value and/or change order requests reviewed and approved by CFO before proceeding with any work on site.**

**Kerry’s Place will not be responsible or liable for any expenses related to this Scope of Work, and the vendor is not to accept work requests related to this Scope of Work prior to the execution of the Agreement/Purchase Order by Kerry’s Place.**

**Penalties for Delay**

**If the Contractor does not complete the scope of services within a month past the proposed timeline, Kerry’s Place may deduct 10% off the total price of the contract.**

**Site Visits**

On-site visits are available by appointment on a first-come, first-serve basis. Dates that are available:

DATE: January 13, 2025

DATE: January 16, 2025

Email the bid administrator to arrange an appointment at procurement@kerrrysplace.org.

**PLEAE NOTE: All questions arising from the site visit will need to be in writing and sent to the bid administrator. NO QUESTIONS will be answered on-site.**

1. INSTRUCTIONS TO BIDDERS

Communications during RFP Period

All questions and communications regarding this RFP should be directed to the Bid Administrator.

Jennifer Oram (Bid Administrator)

Procurement Officer

Kerry`s Place Autism Services

17345 Leslie Street, Suite 200

Newmarket, ON L3Y 0A4

Telephone: (905) 841-6611 ext. 90305

Facsimile: (905) 841-6651

E-mail address: [procurement@kerrysplace.org](mailto:procurement@kerrysplace.org)

# Closing Date for Submissions of Proposal

To be eligible for consideration in this RFP process, the Vendor’s Proposal must be received by 2:00:00 p.m. Eastern Time on February 3, 2025 (the “Closing Time”) via one of the 2 below options:

Received via email bearing vendor’s name and “RFP#2520001 – General Contractor – Location Sharon” in the subject line at:

[procurement@kerrysplace.org](mailto:procurement@kerrysplace.org)

Or

Physical bid should be in a sealed package bearing the Vendor’s name, return address, and RFP # 2520001 – General Contractor – Location Sharon at:

Kerry`s Place Autism Services

17345 Leslie Street, Suite 200

Newmarket, ON L3Y 0A4

Attention: Jennifer Oram, Procurement Officer

# Proposal received after the Closing Time

Proposals received after the Closing Time shall not be considered and shall be returned to the Vendor unopened. Each Vendor is responsible for the actual delivery of its Proposal to the address and location listed above, regardless of whether the Proposal has been given to couriers, delivery services, and Canada Post for delivery to that location.

# Format

The Proposal should be comprised of and formatted as follows:

* Electronic File titled “Proposal – Excluding Pricing Schedule – includes all items within the Technical Proposal Section
* Electronic File titles “Pricing Schedule” – includes Schedule F

Or

* One (1) original paper copies, in a sealed envelope excluding Pricing Schedule, and clearly identified as “Proposal - Excluding Pricing Schedule”
* One (1) original paper copies of the Pricing Schedule, in a sealed envelope clearly identified as “Pricing Schedule” including all required forms & documentation
* One (1) electronic copy, in read only format (on a USB stick in Microsoft Office format) of the “Pricing Schedule” including all required forms & documentation

# Right to Cancel the RFP

Kerry’s Place shall have the right to cancel this RFP, at any time, either prior to or after the Closing Time without award. Thereafter, Kerry’s Place may issue a new tender, RFP, RFQ, sole source or do nothing. Kerry’s Place shall not be obligated to provide reasons for the cancellation.

# Proposal Structure

The individual sections are to be segregated. The Technical Proposal will be evaluated first. If it is found in order, the Price Proposal will be reviewed. The Technical Proposal shall have no direct or indirect reference to any price or financials related to the proposal. Any submissions that are found violating this clause at any stage may be disqualified without further explanation.

**Technical Proposal Requirements**

Vendor is to include the proposed approach to the intended scope of work. Proposal **MUST** include the following:

* Timelines & must include Start Date & Projected End Date of the project
* Have you worked in a Group Home environment previously, if so include scope of project
* Who will the project manager be?
* How will you stay true to the timelines?

Vendor shall also include within their proposal:

Corporate Overview – Schedule B

Agents / Subcontractors Form – Schedule C

Declaration of Conflict Statement – Schedule D

Vendor References – Schedule E

Timelines Form – Schedule G

Applicable Certifications

Liability Insurance

The Vendor shall provide proof and maintain insurance and pay such assessments as will protect him/her, including Sub Contractors and Kerry’s Place from any claims under WSIB and from other claims for damage which may arise from operations under this Agreement including:

1. Comprehensive public liability and property damage insurance providing coverage up to $5,000,000.00 (Five Million Dollars) inclusive against liability for bodily injury or death on a per occurrence basis or damage to property. Such insurance shall include Kerry’s Place as additional insured. Vendors that do not currently comply with the above insurance coverage should include in their quote a cost to provide the coverage requested.
2. Automotive insurance for public liability and property damage providing coverage up to $2,000,000.00 (one million) inclusive for each accident, on owned, non-owned or hired vehicle.

The Vendor is required to provide a “WSIB Certificate of Clearance”, or in cases of an independent operator, a “WSIB Letter of Proof” confirming their status as such. In cases of the Vendor being an independent operator and written proof of such has been received by Kerry’s Place, the Vendor will be required to sign a “Liability Waiver”.

IT SHALL BE THE SOLE RESPONSIBILITY OF THE VENDOR TO DETERMINE WHAT ADDITIONAL INSURANCE COVERAGE, IF ANY, IS NECESSARY AND ADVISABLE FOR ITS OWN PROTECTION AND/OR TO FULFIL ITS OBLIGATIONS UNDER THIS AGREEMENT. ANY SUCH ADDITIONAL INSURANCE SHALL BE PROVIDED AND MAINTAINED BY THE VENDOR AT ITS OWN EXPENSE.

**Pricing Proposal Requirements**

Completed Schedule F – Price Form

1. Pricing assumptions should be clearly stated.
2. Pricing is to include ‘everything necessary’ to have the service completed. If a price element is required but has not been specifically requested in this document, proponents are required to include the element and clearly note it.
3. Prices should be quoted in Canadian dollars and should include any customs duties or tariffs, overhead, profit, insurance, and warranties. All prices/fees should be quoted exclusive of the goods and services tax and federal or provincial taxes or other similar taxes, each of which, if applicable, should be stated separately. In the event of any discrepancies in the pricing, the lowest price submitted shall prevail.
4. Specify any additional charges for ‘out-of-scope work.
5. EVALUATION PROCESS

The objective of the evaluation process is to identify the Proposal(s) that most effectively meet the requirements of this RFP leading to the determination of the Proposal that provides the best overall value for Kerry’s Place.

The steps in the RFP evaluation process are as follows:

1. Evaluation of Technical Requirements.
2. Evaluation of Pricing

Weighted Evaluation Criteria

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Business/Corporate Profile | 10 |
| Technical Proposal | 30 |
| Vendor References (Schedule E) | 20 |
| Cost Proposal (Schedule F) | 40 |
| Total: | 100% |

**Financial Evaluation**

The financial proposal is evaluated on the basis of its response to the Price Schedule F. The maximum number of points for price is 40. The maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

Price offer points for a [Max number of points for the Price Offer] x [Lowest price]

Proposal being evaluated = [Price offer being evaluated]

SELECTION MILESTONES

|  |  |
| --- | --- |
| **Event** | **Date** |
| RFP issued to Vendors | January 6, 2025 |
| Vendor questions to be received in writing | January 23, 2025 |
| Submission of Proposals/Closing Time | February 3, 2025 |
| Election to proceed and selection of Vendor(s) | February 7, 2025 |
| Anticipated agreement start date | February, 2025 |
| Notification to unsuccessful Vendor or Vendor(s) | February, 2025 |

The above dates are subject to change at the sole discretion of Kerry’s Place. All times are shown as Eastern Time. In the event a change is made to these dates, the Vendors that have completed the Receipt of Confirmation Form will be informed by addenda.

SCHEDULE A: AGREEMENT



SCHEDULE B: ORGANIZATION OVERVIEW

THIS SECTION SHould BE COMPLETED BY ALL VENDORS

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Capability**

**This section requests specific information from Vendors about their operations as it relates to their ability to provide service. Please list any assumptions you make when responding to questions.**

| Item | Vendor Response |
| --- | --- |
| **Legal Name** |  |
|  |  |
| **Quality Certifications** |  |
| **Areas of expertise** |  |
| **Number of years in business** |  |
| **Current number of support personnel** |  |
| **Where is your current support personnel located?** |  |
| **Is your company or division currently going through acquisition, bankruptcy or restructuring?** |  |
| **Provide an overview of your organization & the services you provide.** |  |
| **Provide details of any project that you have completed similar to the scopes provided within this RFP. Provide multiple examples if applicable.** |  |

SCHEDULE C: AGENTS/ SUBCONTRACTORS FORM

**THIS SECTION MUST BE COMPLETED BY ALL VENDORS**

The Vendors shall indicate whether the Vendor intends to use agents or subcontractors to perform the services outlined in the Agreement and shall provide details on who they are and the service(s) the agent/subcontractor shall perform. The Contractor shall preserve and protect the rights of the parties under the Contract with respect to work to be performed under subcontract, and shall: .1 enter into contracts or written agreements with Subcontractors and Suppliers to require them to perform their work as provided in the Contract Documents; .2 incorporate the terms and conditions of the Contract Documents into all contracts or written agreements with Subcontractors and Suppliers; and .3 be as fully responsible to the Owner for acts and omissions of Subcontractors, Suppliers and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

**If the Vendor is not using agents or subcontractors on this RFP, the Vendor should initial beside “not applicable”.**

| Agent/ Subcontractor #1 | Vendor Response |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Service to be performed:** |  |

| Agent/ Subcontractor #2 | Vendor Response |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Service to be performed:** |  |

**Not Applicable** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Vendor Name** |  |
| **Authorized Signature** |  |
| **Name (please print):** |  |
| **Position:** |  |
| **Date:** |  |

SCHEDULE D: DECLARATION OF CONFLICT STATEMENT

Please identify any person(s) employed by Kerry’s Place or a member of Kerry’s Place staff that:

1. Has direct or indirect financial interest in the award of an Agreement resulting from this RFP;
2. Is currently employed by, or is a consultant to, or under Agreement to the Vendor;
3. Is negotiating or has an arrangement concerning future employment or contracting with the Vendor, or;
4. Has an ownership interest in, or is an officer or director of the Vendor

RE: RFP #2520001 – General Contractor – Location Sharon

**Names**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Please check your answer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I/We declare | **A** conflict of Interest |  | | **NO** conflict of interest | |  |  |
|  | | |  | |  | | | |
| (Company Name | | | (Name – Please Print) | | | |
|  | | |  | | | |
| (Phone) | | | (Representative’s Signature) | | | |
|  | | |  | | | |
| (Email) | | | (Title) | | | |
|  | | |  | | | |
|  | | | (Date) | | | |
|  | | |  | |  | | | |

SCHEDULE E: VENDOR REFERENCES FORM

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendors are requested to provide a minimum of three (3) references that are currently operating the proposed solution in a similar environment. Reference sites should be similar in focus, size and complexity to the Kerry’s Place proposed environment and preferably in Ontario. Please fill out the table as completely as possible.

| Reference 1 | Vendor Response |
| --- | --- |
| **Facility Name** |  |
| **Address** |  |
| **Number of years’ service provided** |  |
| **Contact Information**  **(Name/title/Phone/E-mail):** |  |

| Reference 2 | Vendor Response |
| --- | --- |
| **Facility Name** |  |
| **Address** |  |
| **Number of years’ service provided** |  |
| **Contact Information**  **(Name/title/Phone/E-mail):** |  |

| Reference 3 | Vendor Response |
| --- | --- |
| **Facility Name** |  |
| **Address** |  |
| **Number of years’ service provided** |  |
| **Contact Information**  **(Name/title/Phone/E-mail):** |  |

SCHEDULE F: PRICE FORM

All prices are to be quoted in Canadian dollars, and HST is to be shown separately. Please state all costs clearly and completely; Kerry’s Place will not accept nor pay any hidden costs or costs not disclosed in response to this RFP.

1. Price

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Lump Sum Rate | HST | Total CAD |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description | Services Fee Amount | HST | Total CAD |
| Detail Listing of any other expenses or fees |  |  |  |  |

25% Paid at initiation of project

25% Paid at 50% completion mark

25% Paid at 75% completion mark

25% Paid at Inspection and final certificate sign-off by building official and permit closure

No extra costs to this contract are to be incurred unless authorized in writing by the CFO of Kerry’s Place.

Signature of bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHEDULE G: TIMELINE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Start Date | 25% Completion Date | 50% Completion  Date | 75% Completion Date | 100% Completion Date |
|  |  |  |  |  |