

**REQUEST FOR SUPPLIER QUALIFICATION**

**RFSQ No. 2520002**

**Residential conversion from Occupancy Group C to Group B, Division 3 - Brampton**

**For**

**FOR KERRY`S PLACE AUTISM SERVICES**

**Issue Date: July 23, 2025**

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

**August 21, 2025**

Questions can be submitted via email until August 11th, 2025

**REQUEST FOR SUPPLIER QUALIFICATION (“RFSQ”)**

**RFSQ #2520002 – Residential conversion from Occupancy Group C to Group B, Division 3 - Brampton**

1. INTRODUCTION

**Purpose**

This Request for Supplier Qualifications (RFSQ) is an invitation by Kerry’s Place Autism Services (Kerry’s Place) to prospective respondents, to qualify in accordance with the RFSQ requirements, for eligibility to provide a quote and to be contracted to provide services of General Construction and Fire, Life & Safety Integrated Systems Installation. This is for the conversion of a residential home to a B3 care occupancy in Brampton. Qualified respondents will move to the next stage to be able to offer a quote for this project. Only qualified respondents that move to the second stage, will be eligible to submit bids.

**Note:** Contractors who have been previously pre-qualified or who are currently performing work for Kerry’s Place must also respond to this request if they are interested in being a part of the process for this project. **Contractors that do not participate in the pre­ qualification process and who are not subsequently approved will be excluded from bid opportunities for this project.**

Note that if successful, you will be requested by Kerry’s Place to respond to the tender that we put forward for this project. There will be 1 (one) successful proponent after the second stage tender.

**Background / Geography**

Every Autistic person is unique. And every Autism diagnosis is unique.

That’s why we offer a wide range of customized Autism services and supports so we can better help you and your family navigate Autism from childhood to adulthood and every transition in between.

Over our 50 years, we’ve built locations and partnerships across southeastern Ontario to help people of any age or ability build skills, gain independence, make friendships, and achieve their goals. We do this by delivering individualized, evidence-based Autism supports and services, group programming, community involvement opportunities, camps and our fully supported living and Supported Independent Living supports at over 88 different locations.

**PROJECT SCOPE**

Residential conversion from Occupancy Group C to Group B, Division 3 under Ontario Building Code (OBC) and Ontario Fire Code (OFC).

1. **Barrier-Free (BF) suite**
	* Proposed space plan for the suite has factored in the OBC space requirements for a BF bedroom and universal bathroom for a residential occupancy. No existing windows are changed. Interior walls and related structure will need to be rebuilt to accommodate space change. All fixtures to meet BF code requirements.
	* Due to location of step-up, a ramp is needed with suitable finishes to coordinate with entryway finishes and all related supports.
	* Areas in the lower floor level part of the BF suite will need to be raised to be at the same level (mainly BF bathroom).
	* Door activators and controls to be installed.
	* Approximate square footage: 312 SF
2. **BF (Barrier Free) access to enter house**
	* Step up from porch to interior of house.
	* Wheelchair Lift to be installed.
	* Existing railing will need to be modified to allow for a gate or similar, to be installed by the lift entrance.
	* Landscaping and grading to coordinate with the lift/ramp design.
	* Approximate square footage: 70SF
3. **Customization to Supported Individual (SI)**
	1. Bedroom #4
	* Soundproof all walls.
	* Replace existing GWB walls with high impact resistant material(s).
	* Replace doors with high impact resistant doors and soundproof bedroom entry door.
	* Bathroom fixtures, lightning and finishes should be changed to be tamper/impact resistant.
	* Install padding in walls.
	* Add sound dampening to flooring.
	* Consideration to all materials for PICO tendencies.
	* Window coverings
	1. Bedrooms #1,2,3,5
	* Replace doors with high impact resistant doors.
	* Bathroom fixtures, lightning and finishes should be changed to be tamper/impact resistant.
	* Consideration to all materials for PICO tendencies.
	* Approximate square footage: 450SF
4. **Integrated systems**
	* Through the house supply and install full-integrated systems interconnected to the fire alarm following design drawings and CAN/ULC S1001 requirements:
		+ Interconnected smoke and CO detectors
		+ Fire pump
		+ Kitchen suppression system
		+ HVAC shut-down
		+ Standby generator
		+ Electromagnetic locks 9just in exterior doors)
	* Related considerations to be determined by integrated systems engineer/designer and engineer coordination with contractor and designer.
	* Impact of integrated systems installation throughout house TBD. Existing fixtures and architectural details may need to be moved to accommodate systems requirements.
	* Centralized basement location for systems equipment TBD.
	* Approximate square footage: Undefined Scope
5. **Wet Sprinkler System**
	* Sprinkler system will be installed by a specialized Life, Fire & Safety.
	* Coordination will be required for specific requirements and adaptations between general contracting and sprinkler installation.

**Submission**

To be eligible for consideration in this RFSQ process, the Vendor’s Proposal must be received by 2:00:00 p.m. Eastern Time on August 21, 2025 (the “Closing Time”) via one of the 2 below options:

Received via email bearing vendor’s name and “RFP#2520002 –“Residential conversion from Occupancy Group C to Group B, Division 3 – Brampton” in the subject line at:

procurement@kerrysplace.org

Or

Physical bid should be in a sealed package bearing the Vendor’s name, return address, and “Residential conversion from Occupancy Group C to Group B, Division 3 - Brampton” at (If physical bid option is chosen by the proponent, you must include One (1) electronic copy, in read only format on a USB stick in Microsoft Office format) :

Kerry`s Place Autism Services

17345 Leslie Street, Suite 200

Newmarket, ON L3Y 0A4

Attention: Jennifer Oram, Procurement Officer

**Submission Documentation and Requirements**

Each RFSQ shall follow the format and content detail list below. Include the section title and item number.

**3. Documents**

The following documents shall be included in your submission:

* Appendix A - Agreement to Abide by Established Process
* Appendix B - Conflict of Interest
* Appendix C - Pre-Qualification Form
* Appendix D – Agents/Subcontractors Form

Note: Failure to supply all required documents may result in a lower score.

**2. Organizational Strength and Stability**

2.1 Financial Resources

* + - * State number of years in business.
			* Provide Annual Sales Total (Last Fiscal Year)
			* Provide a letter of good standing from a nationally recognized Canadian financial Institution detailing how long the Applicant has operated the account with their current financial Institution. If under five (5) years, provide an explanation for the change in Institution.

2.2 Insurance

* + - * Commercial Liability Insurance: Provide proof (copy of Certificate of Insurance) with submissions and annually for the term that upon the award of the pre-qualification, the successful Applicant will be covered by Commercial Liability Insurance with coverage limits of $5,000,000.00 per occurrence for liability arising at law for damages caused by reason of bodily injury (including death) or damages to property by employees or subcontractors. If the Applicant does not have $5,000,000.00 per occurrence of Commercial Liability coverage, the Applicant must provide a written assurance from his insurer or agent of the insurer on agent's letterhead that Commercial Liability Insurance limits will be increased to $5,000,000.00 per occurrence from the commencement of the project. Kerry’s Place must be added as an additional insured to the policy, and the policy must contain a cross-liability clause and a thirty (30) day prior notice clause of cancellation or material change in coverage, terms or conditions. Note: Applicants who are unable to provide the required insurance will not be pre­ qualified under the terms of this RFSQ.

2.3 Health and Safety

* + - * Each Applicant is to complete Appendix C - Pre-Qualification Form and return with submission.

**3. Capability**

# 3.1. Experience/Work History

* Each Applicant is requested to submit a fully completed ‘APPENDIX C – Kerry’s Place PRE-QUALIFICATION FORM’
* The projects listed must have been under the direct management of the Applicant's current employees. Projects must be of similar scope/budget to the categories being applied for. Contractors should have a minimum of five (5) projects in the past three (3) years to be considered for the dollar category applied for.
* Applicants should ensure that any work experience they have with Kerry’s Place, the Not-for-Profit or Social Services sector is included in their work experience with the APPENDIX C – Kerry’s Place PRE-QUALIFICATION FORM’

**Withdrawing Responses**

At any time throughout the RFSQ process, a Respondent may withdraw a submitted submission. To initiate a withdrawal, a notice of withdrawal must be sent to the RFSQ Coordinator and must be signed by an authorized representative. Kerry’s Place is under no obligation to return withdrawn responses.

**Addendum**

Kerry’s Place, without liability, cost or penalty, may, at any time (up to seven (7) business days) prior to the closing time, alter any details in this Request for Supplier Qualification (RFSQ), or cancel this RFSQ.

In the event that this RFSQ is amended via addendum, the remainder of the RFSQ shall remain unchanged. All addenda shall be posted on the Merx website at [*www.merx.com*](http://www.merx.com)

Each Applicant shall be responsible for verifying, before depositing their submission that they have received all addenda that have been issued by Kerry’s Place.

**RFSQ Bid Administrator**

Applicants who wish to obtain further information about the RFSQ and its process must submit their questions by e-mail on or before date indicated on the front page to:

Kerry`s Place Autism Services

Attn: Jennifer Oram, Bid Administrator

procurement@kerrysplace.org

**Fair and Open Process**

It is vital that this process be, and be seen to be, open and fair, and that each Applicant is treated equally. No Applicant can be seen to be deriving, intentionally or otherwise, any advantage or information which is not equally available to all Applicants, whether from authorized or unauthorized Kerry’s Place staff, and as a result of special contacts or personal relationships.

# EVALUATION OF SUBMISSIONS

Kerry’s Place may not necessarily accept any submitted submission. Kerry’s Place reserves the right to reject any and all submittals at any time without explanation. Submissions, which are non­ compliant with the requirements of this RFSQ, shall be disqualified and will not be considered further in the evaluation process.

Compliance

The following submission infraction will result in immediate disqualification:

* 1. Submissions received late or delivered to an incorrect address.
	2. Submissions are not signed.

 Mandatory Criteria

|  |  |  |
| --- | --- | --- |
|   | Meets Criteria Item |   |
| Mandatory Criteria Item | Yes | No | Details Provided on Response Page |
| - Material construction experience with OBC Part 11 renovations and occupancy changes from "Group - C" to Care Occupancy "Group B-3". |   |   |   |
| - Demonstrated past projects converting residential to Group Home/Care Occupancy |   |   |   |
| - Familiarity with OFC retrofit processes, permit submissions, and municipality coordination |   |   |   |
| - Experience in retrofit in accordance with OFC Part 9, including alarm detection and containment |   |   |   |
| - Relevant technical and installation experience of integrated fire protection and life safety systems designed and installed to operate together to achieve an overall fire protection and life safety objective. |   |   |   |
| - Experience in the execution and/or coordination of integrated fire protection and life safety systems testing as a whole in accordance with CAN/ULC-S1001, to verify that the systems have been properly integrated.  |   |   |   |
| - Personnel with certifications such as CFAA (Canadian Fire Alarm Association) Technician or other relevant trade licenses |   |   |   |
| - Experience working with municipal fire departments and building inspectors |   |   |   |
| - WSIB clearance and insurance coverage |   |   |   |
| - Completion of all appendix forms |   |   |   |
| - Provide copy of WSIB or other coverage |  |  |  |
| - Provide a copy of this chart with responses within documents submitted |   |   |   |

Evaluation Criteria

For this RFSQ, submissions will be assessed based on information provided by the Applicant at the time of submission.

Kerry’s Place intends to select three (3) client listings from ‘Appendix C’ document to be used as a reference of the Applicant. Kerry’s Place reserves the right to select the reference at its own discretion. Each client reference will be asked to rate the performance of the Applicant in the categories listed below. Each category will be scored out of five (5) points and weighted as per below:

|  |  |  |
| --- | --- | --- |
| 0 - Totally Unsatisfactory | 1 - Poor/Unsatisfactory | 2 - Marginal |
| 3 - Satisfactory/Average | 4 - Good/solid performance | 5 - Special Merit |

Categories:

1. Relevant Project Experience 25%
2. Qualifications of Key Personnel 15%
3. Experience with OBC Part 11 20%
4. Familiarity with CAN/ULC-S1001 20%
5. References and Past Performance 10%
6. Health & Safety and Insurance 10%

Kerry’s Place reserves the right to investigate an Applicant's claim or background at any time and in any manner deemed appropriate by Kerry’s Place. Kerry’s Place may revisit and re-evaluate the Applicant's response or ranking on the basis of any such information.

|  |  |  |
| --- | --- | --- |
| ITEM | WEIGHT (%) | TOTAL POINTS AVAILABLE |
| Relevant Project Experience | 25 | 25 |
| Qualifications of Key Personnel | 15 | 15 |
| Experience with OBC Part 11 | 20 | 20 |
| Familiarity with CAN/ULC-S1001 | 20 |  20 |
| References and Past Performance | 10 | 10 |
| Health & Safety and Insurance | 10 | 10 |
| Total Points |   | 100 |
|  |  |  |
| 0 - Totally Unsatisfactory | 1 - Poor/Unsatisfactory | 2 - Marginal |
| 3 - Satisfactory/Average | 4 - Good/solid performance | 5 - Special Merit |

No Contract A

The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: a) the RFSQ shall not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and b) neither the Applicant nor Kerry’s Place shall have the right to make claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFSQ.

No Contract until Execution of Written Agreement

The RFSQ process is intended to identify prospective Applicants for the purpose of tendering on the upcoming Brampton project. No legal relationship or obligation regarding the procurement of any goods or service shall be created between the Applicant and Kerry’s Place by the RFSQ process until the successful execution of a written agreement (next stage- Tender Award) for the acquisition of such goods and/or services.

Proof of WSIB coverage

Each Applicant must provide a copy of a current and active WSIB clearance certificate. All selected Applicants are obliged to maintain current status with the Workplace Safety Insurance Board for the term of the project. Note: Applicants who are unable to provide current and active WSIB certificates will not be considered qualified under the terms of this RFSQ.

Notification of Selection of Vendor of Record

The Successful Applicants will receive a letter from Kerry’s Place indicating that their company has been selected as one of the proponents to move to the next stage.

Unsuccessful Applicants will be notified by way of an email from Kerry’s Place.

Entitlement to a De-briefing

In accordance with the Broader Public Sector Procurement Directive unsuccessful Applicants are entitled to a debriefing, during which they will be provided with feedback regarding their submission. The intent of the debriefing information session is to aid the respondent in presenting a better submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process. Unsuccessful Applicants must contact the RFSQ Coordinator within 60 days from the date of the notification of an award to request a debriefing.

# TERMS AND CONDITIONS

Freedom of Information and Protection of Privacy Act

All submissions to Kerry’s Place are subject to the access provisions of the Freedom of Information and Protection of Privacy Act R.S.O. 1990 F31 (FOIPOP)

FOIPOP provides all persons with a legal right of access to information in the custody and/or control of Kerry’s Place subject to a limited set of exemptions. One such exemption is information that reveals a trade secret of scientific, technical, commercial, financial or labour relations information supplied in confidence by a third party, where disclosure could reasonably be expected to result in certain harms. An Applicant should clearly identify any information in their submission or any accompanying documentation, which they claim to be confidential.

Despite the above, all submissions shall be deemed to be consent by the Applicant:

* 1. To the disclosure of the submission or any part thereof, to individuals at Kerry’s Place and in government agencies and to other persons, as may be necessary for the purpose of reviewing and evaluating the submission.
	2. To Kerry’s Place making of copies of the submission for the purpose of reviewing and evaluating.
	3. To the retention of the submission by Kerry’s Place,
	4. To the public disclosure of the name of the Applicant.

Conflict of Interest

The Applicant will declare to Kerry’s Place any actual, perceived or potential conflicts of interest. The Applicant, by supplying a submission to this RFSQ, also acknowledges that the Applicant represents no officer or employee of Kerry’s Place. Refer to Appendix B.

Confidentiality

The selected Applicant(s) and its employees may have access to information confidential to Kerry’s Place. This information may include, but is not limited to, terms of this Agreement, business methods and systems, terms, pricing, personal information, etc. Subject to disclosure by force of law, the selected Applicant agrees that it and its employees who have access to this information will not reveal, either during the term of the Agreement or at any time thereafter, to any third party any of this confidential information or use in any way, either on the Applicant's behalf or on behalf of any third party, any such information.

The parties acknowledge that unauthorized disclosure or use of confidential information could cause irreparable harm and significant injury to Kerry’s Place, and as such monetary damages may not be sufficient remedy for this breach. Accordingly, the parties agree that Kerry’s Place will have the right to seek and obtain specific performance and/or injunction relief to enforce the obligations of this Agreement in addition to any other rights and remedies it may have.

All records, files, materials, computer programs, data and any other materials (property) belonging to Kerry’s Place that come into the possession or control of the selected Applicant will at all times remain the property of Kerry’s Place. Upon completion of this project and/or termination of this RFSQ or contract (as a product of the RFSQ) and upon written request, the selected Applicant will immediately deliver to Kerry’s Place all property of Kerry’s Place remaining in its possession or control. The obligations of this section survive the expiration or termination of this Agreement indefinitely.

Settlement of Disputes

In the event of any dispute or claim arising between Kerry’s Pace and the qualified Respondent as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within fourteen (14) days of the dispute or cause of action arising. If the dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of Ontario. If no agreement is made for arbitration, then either party may dispute to the appropriate judicial tribunal as the circumstances may require.

No Smoking Policy

All Respondents are advised that there is no smoking permitted within Kerry’s Place designated sites, all parties must strictly adhere to this. The successful Respondents shall be responsible for advising its employees or sub-contractors.

News Release/Publicity

The Applicant(s) shall not make any news release concerning this RFSQ or resulting contract(s) without the express written consent of Kerry’s Place.

The RFSQ or subsequent award of contract to a successful Applicant does not constitute a general endorsement of the Applicant's products or services, and the award of any contract cannot be used by a successful Applicant to promote the sale of products or services, without the express written approval of Kerry’s Place.

**APPENDIX A- AGREEMENT TO ABIDE BY THE ESTABLISHED PROCESS**

The following rules must be observed to protect the integrity of the process:

* All communications, including requests for information, must be between only the Kerry’s Place Bid Administrator and each Applicant who have been authorized and designated for that particular purpose.
* Apart from the communications between and among the designated representatives, there must be no communication between any Kerry’s Place staff member and any other representatives of the Applicant, and no giving of information with respect to the RFSQ processes and the final Agreement.
* Any attempt on the part of any Applicant, or any of their employees, agents, Consulting Firms, or representatives to contact any persons other than Kerry’s Place Bid Administrator with respect to the RFSQ or any violation of the above requirements will be grounds for disqualification. Kerry’s Place may, at its discretion, in addition to any other rights or remedies available at law, reject any potential or actual submission by that Applicant.

Applicants must accept and agree to observe the contents of this "Agreement to Abide by the Established Process", inform their staff thereof, and ensure their compliance.

This Agreement must be signed by a person who has the authority to bind the Applicant and be included with the submission.

The undersigned accepts the terms of this Agreement:

Company Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Authorized Signing Officer Date

 Designated Representation of the Applicant:

 NAME TITLE PHONE/EMAIL

APPENDIX B - CONFLICT OF INTEREST

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 RFSQ;
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: RFSQ #2520002 - Residential conversion from Occupancy Group C to Group B, Division 3 - Brampton

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

**Please check your answer**

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

**APPENDIX C – KERRY’S PLACE PRE-QUALIFICATION FORM**

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| --- |
| Section 1 - GENERAL INFORMATION |
| Company Name: | Telephone: | Fax: |
| Street Address: | Mailing Address: |
|  |  |
|  |  |
|  |  |
| How many years has your company been in business? |
| Company Contact: | Telephone: |
| Form of Business - Circle Response: | Sole Ownership: | Partnership: | Corporation: |
| Describe Services Performed: Check Response(s) Below:  |
| General Contractor |  | Construction Design |  |
| Original Equipment Manufacturer and Installer |  | OEM and Maintenance |  |
| Project Maintenance |  | Service Work (Janitorial, clerical, etc.) |  |
| Maintenance |  | Electrical Services |  |
| Demolition/Dismantling |  | Asbestos Abatement  |  |
| Equipment Installation |  | Inspection & Testing |  |
| Painting |  | Paving |  |
| Other: Specify |  | Other: Specify |  |
| Are you and your employees bonded? |  |
| How many people work for your company? | How many people will be working on Kerry’s Place site (including subcontractors)?1. Your Employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Subcontractors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

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| **Section 2 - HEALTH AND SAFETY PERFORMANCE** |
| Workplace Safety and Insurance Board (WSIB): Are your workers and subcontractors covered by the WSIB? **Yes/No** |
| WSIB Rate Group:  |  |
| Number of fatalities and critical injuries (including sub-contractors) in the last 5 years: Provide details on a separate sheet. |
| Have you received any regulatory (i.e. Ontario Ministry of Labour) orders or charges in the last 3 years? **Yes/No**If yes, describe (attach separate sheet if necessary): |

|  |
| --- |
| **Section 3 – TRADES TRAINING** |
|  | **Yes** | **No** | **N/A** |
| Have employees and/or subtrades been trained in appropriate job skills? |  |  |  |
| Are employees job skills certified where required by regulatory or industry consensus standards? List trades which have been certified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Do you have a system to assess the skills of your employees to ensure they are qualified? Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

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| **Section 4 – REFERENCES** |

#### Similar or related projects completed.

|  |  |
| --- | --- |
| Project Title |   |
|   |   |
| Date Completed: |   |
| Original and final contract value: $ |  |
| Location: |   |
| Owner: |   |
| Contact Person(s): |   |
| Phone: |   |
| E-mail: |   |
| Website: |   |
| **Description:** |   |
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| Date Completed: |   |
| Original and final contract value: $ |   |
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**APPENDIX D: AGENTS/ SUBCONTRACTORS FORM**

The Proponents shall indicate whether the Proponent intends to use agents or subcontractors to perform the services outlined in the Scope should they eventually be awarded the contract 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 Proponent is not using agents or subcontractors on this RFSQ, 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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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