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| --- | --- | --- | --- | --- | --- | --- |
| **Document Number:** | | #2022-170P | **Total number of pages, including cover sheet:** | | | 45 |
| **Document Title:** | | Retail Space Renovations Phase 4 | | | | |
| **Date Issued:** | | May 30th 2022 |  | |  | |
| Submissions must be made in accordance with this document and  will be received on Bonfire on or before: | | | | | | |
| **June 30, 2022, 2:00 P.M. EST.** | | | | | | |
| **You are hereby invited to bid the lowest net prices for which you are prepared to furnish the merchandise or services described, all in accordance with the terms and conditions and other instructions as stated in this document.**  **To be clear, and notwithstanding any other term of this Request for Proposal (RFP) that may be interpreted otherwise, it is not the intent of The Humber College Institute of Technology and Advanced Learning, herein referred to as “Humber”, nor the effect of this Request for Proposal, to initiate contractual relations by the provision of a proposal by any Proponent in response to this Request for Proposal.**  Notwithstanding any other term of this Request for Proposal, this Request for Proposal is merely a call for proposals and not a tender call intending to place legally binding obligations on Humber or any Proponent to enter into a definitive agreement or to be bound by any of the terms of its proposal. It is not the intention of Humber to enter into a contract for the deliverables described in this Request for Proposal or enter into any other legally binding obligations unless and until Humber has completed the negotiation and finalization of a definitive terms and conditions satisfactory to Humber and the Proponent, if any.  It is conceivable that these events will not occur due to the discretion of Humber and/or any Proponent to not proceed, as there is no legally binding obligation on Humber, or any Proponent to proceed. | | | | | | |
| **Issued by:** | **PROPOSAL ADMINISTRATOR**  Bishnu Singh, Manager Purchasing Services, 205 Humber College Blvd. Room B311, North Campus, Toronto, Ontario M9W 5L7 | | | 416-675-6622 ext. 5576  Email: purchasing@humber.ca | | |

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| Cover Page  **Document #2022-170P**  FM Project # 210286 |
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|  |
| NOTE: MANDATORY SITE MEETING  A Mandatory Site Meeting will be held outside room D134 (North Campus) and is scheduled for  Tuesday, June 7th, 2022, at 9:00 AM EST. |
| Proposal Submission: |
| Proponents must submit their proposal only on Bonfire online portal for this project. Any other form of submissions like Physical, MERX, Email etc. will not be reviewed nor accepted by Humber. |
| THE RESPONSIBILITY OF SUBMITTING A RESPONSE TO THIS INVITATION ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPONENT. |
| The Lowest Or Any Bid Will Not Necessarily Be Accepted |

|  |
| --- |
| Company name and address: |
|  |
|  |
| Email for direct communications: |

**APPENDIX B –PROPOSAL COVERING FORM**

Request for Proposal number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Proposal name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proponent’s registered legal business name and mailing address:

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

Proponent’s representative’s full name, telephone, and email numbers:

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

The Proponent hereby represents, agrees, declares and/or acknowledges that:

1. The proponent submits that they have thoroughly reviewed this document together with the following Addenda and hereby accepts and agrees to all provisions and conditions stated therein and has included fully for all requirements in the Pricing:

Addendum Number \_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum Number \_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum Number \_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum Number \_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum Number \_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum Number \_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The information that is submitted is, to the best of the Proponent’s knowledge, complete, accurate and up-to-date;
2. Proponent consents to the disclosure of its information, including any information identified as confidential by it, by Humber to any of Humber’s consultants or advisors who may be retained for the purposes of evaluating the information, as well as Humber’s employees and officers, who need to know in relation to the Request for Proposal and the procurement of the Goods and Services;
3. The Proponent has specifically identified any information in its submission for which confidentiality is to be maintained by Humber (rather than the Proposal as a whole);
4. The Request for Proposal and this Proposal do not create any legal obligation on the part of Humber or restrict Humber’s rights regarding the procurement of any good or service;
5. It consents to Humber performing checks with any customer references provided and with any other relevant references;
6. It is not in a position of a conflict of interest in respect to responding to the Request for Proposal and providing the Proposal or, if awarded the work, entering into an agreement with Humber, performing the services and providing the deliverables, or, if it is in a conflict of interest, has fully disclosed such conflict of interest as an Exhibit “A” to this Submission Covering Form;
7. The Goods and Services are warranted to perform as specified in the Proposal;
8. It will obtain at its own cost all permits, licenses and approvals required in connection with the supply of the products and services pursuant to this Request for Proposal;
9. To the extent applicable, the Proponent acknowledges and agrees that Humber shall have no liability to Proponent or its sub-contractors in respect of the conduct of the procurement process relating to this Request for Proposal by Humber, whether in contract or tort or otherwise, and including, without limitation, for costs that the Proponent or its sub-contractors incur with respect to the procurement process or for any loss of profit the Proponent or its sub-contractors incur as a result of not being awarded a contract under this procurement process. The limitation of liability shall apply whether or not based on an allegation, whether in whole or in part, true or not, that Humber has conducted an unfair procurement process or in the event the Proponent experiences any technical issues either accessing the Request for Proposal on MERX Canadian Public Tenders website or submitting a Proposal to the Bonfire public portal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proponent Name: |  | | |  |
|  | |  |  |  |
| Signature of Authorized Person: |  | | |  |
|  | |  |  |  |
| I have authority to represent and bind the Proponent. | |  |  | |
|  | |  |  | |
| Signatory Name: | |  |  | |
| Title: | |  |  | |
| Date: | |  |  | |
| Telephone: | |  |  | |

**APPENDIX E – PROPONENT RESPONSE SHEET**

**Requirements:**

**Please complete this section in its entirety. Failure to respond to any requested information will be deemed as unresponsive. Subsequently, no points will be assigned to these sections during the evaluation process.**

**Please answer each question in full and in the same sequence as that in the sheet below and submit it on Bonfire. Promotional literature, company stock brochures, photographs etc. may be included in additional information. Any other form of submission will not be accepted.**

**Request for Information:**

* + 1. **Company History/ Experience/ Assigned Personnel:**

Provide a brief synopsis of your firm's background and areas of expertise in educational environments for similar renovation projects. Include the address, telephone number and email address of your main office, primary contact for this document and any regional/local offices from which the work is to be directed. Also, include following information:

* + - * 1. Assigned Key Personnel to the project
        2. Relevant experience of the Key Personnel
        3. Has the proposed team worked together before? What projects?
        4. Has the proposed team demonstrated an ability to meet schedules
    1. **Experience on Similar Projects:**

List and provide a brief description of at least three current or recently completed contracts which are comparable to the proposed service contract and which demonstrate relevant capabilities of your firm. Where practical include education facilities. Also, complete and include the three (3) references form as per **Appendix H**.

* + 1. **Project Approach, Implementation Plan and Project Delivery Schedule:**

Explain you approach to this project based on your understanding of this project. Explain why your firm is most suited for this project. The Proponent should also submit a detailed project implementation plan of the services it will provide including all tasks, milestones and timeframes for the initial project implementation, which is to occur during a negotiated time period. This can be accomplished using charts, graphics or other tools. The names of the individuals performing each task should be included.

* + 1. **Sustainability And/Or Corporate Social Responsibility:** 
       - 1. Provide any information on your company or products as related to corporate social responsibility and/or sustainability or green initiatives, such as recycled materials, disposal, initiatives to reduce GHG emissions, energy consumption and / or water consumption etc. Where applicable and practical please submit information such as company brochure(s), MSDS sheet(s), etc. in electronic format.
         2. Proponents are required to submit that they have used and will provide products with reduced packaging, or reusable or locally recyclable packaging, wherever practical and without compromising product quality

**APPENDIX G – PRICING SHEET**

**General**

Prices must be quoted in Canadian dollars and should include any customs duties or tariffs. Prices shall not be subject to adjustment for fluctuation in foreign exchange rates. All prices quoted, unless otherwise instructed in this Request for Proposal, shall remain firm for the period set out in the Proposal and in the Contract. All prices 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.

**Estimates**

Quantities supplied by the Humber in this Request for Proposal are estimates only and are used by Humber for the purpose of evaluating Proposals and may be subject to change prior to final contract negotiations being completed.

**Cost Reduction Initiatives**

Where/as/applicable, the Proponent should provide details regarding any cost reduction initiatives the Proponent feels could be implemented immediately upon award of the Agreement. The Proponent should explain the recommended processes to be implemented including the benefits.

**Discounts**

The Proponent should provide details on any discounts for early payment of invoices, however any such discounts must be for not less than **two percent/twenty days** and/or **net 30 days** to be considered in the analysis.

**Pricing Schedule**

The Pricing schedule should be completed as outlined in the Pricing Schedule. The Proponent must identify all products and services necessary to deliver the system being procured. The Proponent must not alter the format of the Pricing Schedule in any way. Columns are not to be added or deleted. Rows can be added to accommodate additional information as needed.

Prices are inclusive of all material, labour and equipment required to complete the work, including but not limited to all applicable taxes, overheads, profits and all other associated vendor expenses, in Canadian Dollars.

Any portion of the work not specified but found to be required to complete the work as described in the documents will be considered as if specified and considered included in the price listed.

Work hours will be conducted during daytime, evening and weekends where applicable (except works which create excessive noise must be done between 10:00PM – 7:00AM).

**Pricing Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | DESCRIPTION | EST. / QTY | TOTAL PRICE |
|  | **Base Bid Price** |  |  |
| 1 | General contracting work to complete the work as defined in RFP document. | Lump sum | **$** |
| 2 | Bonding cost | Lump sum | **$** |
| 3 | Testing & Inspections | Cash Allowance | **$ 5,000.00** |
| 4 | Finish Hardware – Supply and Install of Door Hardware | Cash Allowance | **$ 15,000.00** |
| 5 | Cutting / Patching / Levelling / Underlayment of Existing Concrete Floor | Cash Allowance | **$ 25,000.00** |
| 6 | Glass 3M – Signage, and accessible glass denotations (as per Humber) | Cash Allowance | **$ 15,000.00** |
| 7 | Engineered Structure for TV in Bookstore, Sliding Security Screen. | Cash Allowance | **$ 10,000.00** |
| 8 | Asbestos Abatement | Cash Allowance | **$ 100,000.00** |
| 9 | Fire Proofing | Cash allowance | **$ 25,000.00** |
| 10 | Infinity TV Wall in Townsquare | Cash allowance | **$ 150,000.00** |
|  | **Base Bid Price excluding HST** | | **$** |

**Proponent Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX H – REFERENCES FORM**

The Proponent should provide details of the existing major accounts or contracts executed in last 5 years similar to that proposed by this Request for Proposal. Project size, scope and description including number of users, implementation timelines (including start and end dates), implementation approach, integration with other systems, etc. should be provided. A list of the major issues encountered and means of problem resolution employed should also be provided. Proponent should provide contact names, email addresses and phone numbers of references for the projects. Humber reserves the right to contact these references to obtain details regarding the Proponent’s performance.

Proponents should list at least three (3) references including contact information for clients to whom the Proponent has provided goods and services.

|  |  |
| --- | --- |
| <Client Reference 1> | |
| **Company Name** |  |
| **Industry** |  |
| **Address** |  |
| **Contact Name** |  |
| **Title** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Web Site** |  |
| **Current or Previous Client?** |  |
| <XXXXXX> Implementations | |
| **Scope of Involvement** | <Please describe the scope of involvement and general overview of the work being performed> |
| **Delivery Timelines** | <Describe the delivery timelines that were involved for the main purchase> |
| **Service Issues** | <Describe any technical or procedural obstacles that were encountered and how they were addressed.> |
| **Contract Value** |  |

|  |  |
| --- | --- |
| <Client Reference 2> | |
| **Company Name** |  |
| **Industry** |  |
| **Address** |  |
| **Contact Name** |  |
| **Title** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Web Site** |  |
| **Current or Previous Client?** |  |
| <XXXXX> Implementations | |
| **Scope of Involvement** | <Please describe the scope of involvement and general overview of the work being performed> |
| **Delivery Timelines** | <Describe the delivery timelines that were involved for the main purchase> |
| **Service Issues** | <Describe any technical or procedural obstacles that were encountered and how they were addressed.> |
| **Contract Value** |  |

|  |  |
| --- | --- |
| <Client Reference 3> | |
| **Company Name** |  |
| **Industry** |  |
| **Address** |  |
| **Contact Name** |  |
| **Title** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Web Site** |  |
| **Current or Previous Client?** |  |
| <XXXXXX> Implementations | |
| **Scope of Involvement** | <Please describe the scope of involvement and general overview of the work being performed> |
| **Delivery Timelines** | <Describe the delivery timelines that were involved for the main purchase> |
| **Service Issues** | <Describe any technical or procedural obstacles that were encountered and how they were addressed.> |
| **Contract Value** |  |

Additional references may be provided on a separate sheet.

**APPENDIX I – FINANCIAL VIABILITY SCHEDULE**

The Proponent should answer each of the questions in this section in the order in which the questions are presented.

1. Company Size: Provide the total number of company employees and an estimate indicating the percentage of these employees who are directly related to the scope of this Request for Proposal.
2. Company Ownership: Describe how your company is owned and financed. Describe any extended financial relationships, such as parent company, etc.
3. Financial Data: Provide your company’s last two annual reports or audited financial statements. OR

the proponents who are unable to provide audited financial statements/annual reports, submit a letter from proponent’s financial institution or their Surety confirming the financial standing of their company to cover for the performance of the quoted project.

**APPENDIX J – AGREMENT TO BOND FORM**

**AGREEMENT TO BOND**

We, the undersigned, hereby agree to become bound as Surety for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In a Bond totalling 100 percent of the contract amount (50% Performance and 50% Labour & Material Payment Bond), and conforming to the Instruments of Contract attached hereto, for the full and due performance of the Works shown as described herein, of the RFP for

is accepted by Humber.

It is a condition of the Agreement that if the above-mentioned RFP Proposal is accepted, application for a Performance Bond must be completed with the undersigned within 10 days of acceptance of Bid Proposal related thereto, otherwise this Agreement shall be null and void.

Dated this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

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

Name of Bonding Company

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

Signature of Authorized Person Signing

for Bonding Company (Company Seal)

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

Position

**APPENDIX K - LIST OF SUPPLIERS AND SUBCONTRACTORS**

The Proponent should provide a complete list of suppliers and sub-contractors that will be utilized in the performance of the Work, confirming that no additions, deletions or changes to this list will be permitted without the approval of Humber.

State OWN FORCES if a sub-contractor is not to be used for any of the trades listed. If additional trades are required, insert in blank spaces.

|  |  |  |
| --- | --- | --- |
| **Supplier and/or**  **Sub-Contractor** | **Name** | **Address** |
|  |  |  |
|  |  |  |
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