

**CENTRE FOR ADDICTION AND MENTAL HEALTH (CAMH)**

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| **Request for Proposals**  **For**  **General Interior Renovations of 250 College St.**  **Ground, 8, 9, 10, & 11th Floors** |

Request for Proposals No.: RFP 1175.23

Issued: August 10, 2023

Submission Date**: September 11, 3:00 pm ET**

NOTE THERE IS A MANDATORY SITE VISIT On

August 17, 2023 @ 9:30 am at 250 College Main Lobby

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# PART 1 – INTRODUCTION

## 1.1 Invitation to Proponents

This Request for Proposals (“RFP”) is an invitation by the Centre for Addiction and Mental Health (“CAMH”) to prospective proponents to submit proposals for General Interior Renovations at 250 College St. for the following floors; Ground, 8, 9, 10, & 11, Toronto, ON, as further described in Part 2 – The Deliverables.

CAMH is Canada's largest mental health and addiction teaching hospital and a world leading research centre in this field. CAMH combines clinical care, research, education, policy development and health promotion to help transform the lives of people affected by mental illness and addiction. CAMH is fully affiliated with the University of Toronto, and is a Pan American Health Organization/World Health Organization Collaborating Centre. For more information, please visit camh.ca or follow @CAMHnews on Twitter.

For the purposes of this procurement process, the “CAMH Contact” shall be:

Christine Woudenberg at[christine.woudenberg@camh.ca](mailto:christine.woudenberg@camh.ca).

Alternative Contact will be [christine.pante@camh.ca](mailto:christine.pante@camh.ca)

## 1.2 Type of Contract for Deliverables

The selected proponent will be requested to enter into negotiations for an agreement with CAMH for the provision of the Deliverables in the form attached as Appendix A to the RFP (the “Form of Agreement”). It is CAMH’s intention to enter into an agreement with only one (1) legal entity. For greater certainty, the terms ‘agreement’ and ‘contract’ are used interchangeably in this RFP and refer to the agreement to be entered into between the selected proponent and CAMH.

The term of the contract shall commence on the effective date as set out in the agreement and continue until completion of the requirements, scope and Deliverables as stipulated in Appendix E to the RFP.

## 1.3 No Guarantee of Volume of Work or Exclusivity of Contract

CAMH makes no guarantee of the value or volume of work to be assigned to the selected proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. CAMH may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

[End of Part 1]

# PART 2 – SCOPE OF WORK (SOW)

## 2.1 Definition of Deliverables

## The term “Deliverables” as used in this RFP shall refer to any product and / or services to be provided by a proponent under the terms of this RFP.

## 2.2 Description of Deliverables

The RFP is an invitation to submit offers for the General Interior Renovations of the 250 College St., Ground, 8, 9, 10, & 11th floors, Toronto, ON, and associated work as further described in Appendix E – RFP Particulars – Section A, The Deliverables.

## 2.3 Material Disclosures

Proponents should refer to Appendix E – RFP Particulars – Section B. Material Disclosures.

[End of Part 2]

# PART 3 – SUBMISSION AND EVALUATION OF PROPOSALS

## 3.1 Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

### 3.1.1 Timetable

|  |  |
| --- | --- |
| Issue Date of RFP | **August 10, 2023** |
| Confirmation of Intent to attend Site Visit/ Walk-through’ | **August 16, 2023 end of business day** |
| **\*Mandatory Site Visit** | **August 17, 2023 @ 9:30 am** |
| Deadline for Questions | **August 25, 2023** |
| Deadline for Issuing Addenda | **August 31, 2023** |
| Submission Date and time | **September 11, 2023 3:00:00 pm ET** |
| Interview / Presentation, if required | **Week of September 25, 2023** |
| Final Selection / Award | **Week of October 2, 2023** |
| Work to start | **Month of October, 2023** |
| Substantial Completion | **March 31st, 2024** |
| Completion | **April 15th, 2024** |

The RFP timetable is tentative only, and may be changed by CAMH at any time by way of an addendum.

**Walk Through/ Site Visit**

Proponents **must** attend a **‘Walk-through’** which will be conducted on **Thursday August 17th, 2023 at 9:30 am.** Proposals will only be accepted from those who attend.

Maximum of 2 representatives per proponent will be permitted to attend the ‘Walk-through’. Proponents will promptly assemble at 250 College St. Main Lobby at 9:30 am local time.

Note: **All attendees will be required to sign in**.

\*\* Please confirm your intent to attend by email to the CAMH Contact: [Christine.woudenberg@camh.ca](mailto:Christine.woudenberg@camh.ca)

### 3.1.2 Proposals Should Be Submitted in Prescribed Manner

Proposals will be submitted via Biddingo’s eBidding system.

3.1.3 Proposals Should Be Submitted on Time

Proposals should be submitted in the prescribed manner as set out above on or before the Submission Date and time. Biddingo’s eBidding system will not allow proposals to be submitted after the Submission Date and Time

### 3.1.4 Withdrawing Proposals

At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent to the CAMH Contact and must be signed by an authorized representative of the proponent. CAMH will accept email request for withdrawal from the authorized representative only. CAMH is under no obligation to return withdrawn proposals.

## 3.2 Stages of Proposal Evaluation

CAMH will conduct the evaluation of proposals in the following four (4) stages:

## 3.3 Stage I – Mandatory Requirements, and Submission

### 3.3.1 Submission

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms.

### 3.3.2 Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

### 3.3.3 Rate Bid Form (Appendix C)

Each proponent must include a Rate Bid Form (Appendix C) completed according to the instructions contained in that document as well as those instructions set out below:

1. rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, and
2. rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to CAMH, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### 3.3.4 Reference Form (Appendix D)

Each proponent must complete the Reference Form (Appendix D) and include it with its proposal.

### 3.3.5 Statement of Work and Questions (Appendix E)

### Each proponent must include it with its proposal the requirements as listed in Section D. A proponent cannot fulfil the mandatory services identified in the RFP Section C, the proponent will not be considered and therefore disqualified from this process.

## 3.4 Stage II – Evaluation of Rated Criteria

Stage II will consist of a scoring by CAMH of each qualified proposal on the basis of the rated criteria.

Proponents should refer to Appendix E – RFP Particulars – Section D for Rated Criteria and breakdown of the Rated Criteria.

## 3.5 Stage III – Interview / Presentation, if required

Stage III will consist of interview / presentation and or demonstration by short-listed proponent(s) of their proposed solution, if required. CAMH will determine the number of proponents to be shortlisted at its sole discretion.

The Rated Criteria scores will be adjusted as applicable following the results of the interview / presentation.

## 3.6 *Stage IV –* Evaluation of Pricing

Stage IV will consist of a scoring of the pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed.

Proponents should refer to the Rate Bid Form at Appendix C and Appendix E – RFP Particulars – Section E for a breakdown of the pricing evaluation.

## 3.7 Cumulative Score and Selection of Highest Scoring Proponent

## At the conclusion of Stages II to IV, all scores from Stages II/ III and IV, will be added and the highest ranking proponent will be selected for contract negotiations in accordance with Part 4 – Terms and Conditions of the RFP process, subject to satisfactory reference check, if applicable.

## 3.8 Tie Score

A tie is declared when two or more qualifying proponents have scores separated by less one (1) full point. In the event of a tie score, the proponent with higher pricing score (lowest price) will be given preference. If the tie persists, the proponent who has the higher technical score will be declared as the winner of the tie.

[End of Part 3]

# PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

## 4.1 General Information and Instructions

### 4.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

### 4.1.2 Proposals in English

All proposals are to be in English only.

### 4.1.3 CAMH’s Information in RFP Only an Estimate

CAMH and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the work. It is the proponent’s responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

### 4.1.4 Proponents Shall Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

## 4.2 Communication after Issuance of RFP

### 4.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising the RFP, and

1. shall report any errors, omissions or ambiguities; and
2. may direct questions or seek additional information

by submitting Appendix F question/inquiries to biddingo.com’s question and answer portal on or before the proponent’s Deadline for Questions. CAMH is under no obligation to provide additional information.

For further clarity, proponents are required to restrict all communication regarding this RFP to the CAMH Contact only. Any attempt on the part of a proponent to circumvent this requirement during the RFP process may lead to disqualification.

### It is the responsibility of the proponent to seek clarification from the CAMH Contact on any matter it considers to be unclear. CAMH shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process

### 4.2.2 All New Information to Proponents by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If CAMH, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by CAMH. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

### 4.2.3 Post-Deadline Addenda and Extension of Submission Date

If any addendum is issued after the Deadline for Issuing Addenda, CAMH may at its discretion extend the Submission Date for a reasonable amount of time.

### 4.2.4 Verify, Clarify and Supplement

When evaluating responses, CAMH may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent’s proposal. CAMH may revisit and re-evaluate the proponent’s response or ranking on the basis of any such information.

### 4.2.5 No Incorporation by Reference

The entire content of the proponent’s proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent’s proposal will not be considered to form part of its proposal.

### 4.2.6 Proposal to Be Retained by CAMH

CAMH will not return the proposal or any accompanying documentation submitted by a proponent.

## 4.3 Negotiations, Notification and Debriefing

### 4.3.1 Selection of Top-Ranked Proponent

The top-ranked proponent, as established under Part 3 – Evaluation of Proposals, will receive a written invitation to enter into direct contract negotiations with CAMH.

### 4.3.2 Timeframe for Negotiations

CAMH intends to conclude negotiations within thirty (30) days commencing from the date CAMH invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

### 4.3.3 Process Rules for Negotiations

Any negotiations will be subject to the process rules contained in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix B) and will not constitute a legally binding offer to enter into a contract on the part of CAMH or the proponent. Negotiations may include requests by CAMH for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by CAMH for improved pricing from the proponent.

### 4.3.4 Terms and Conditions

The terms and conditions found in the Form of Agreement (Appendix A) are to form the starting point for negotiations between CAMH and the selected proponent.

### Any departures from the terms and conditions, and specifications must be clearly indicated. To receive proper consideration, it is required that all such areas be clearly defined and that the written explanation should include the scope of the departures, their ramifications and a description of the advantages to be gained. Qualifying clauses or exceptions may result in rejection of the proponent’s response.

### 4.3.5 Failure to Enter Into Agreement

Proponents should note that if the parties cannot execute a contract within the allotted thirty (30) days, CAMH may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix B), there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, CAMH may elect to initiate concurrent negotiations with the next-best-ranked proponent. At any time CAMH may discontinue negotiations with that particular proponent. This process shall continue until a contract is formalized, until there are no more proponents remaining that are eligible for negotiations or until CAMH elects to cancel the RFP process.

### 4.3.6 Notification to Other Proponents

Other proponents that may become eligible for contract negotiations will be so notified in writing at the commencement of the negotiation process. Once a contract is executed between CAMH and a proponent, the other proponents shall be notified by public posting, in the same manner that the RFP was originally posted, of the outcome of the procurement process and the award of the contract.

### 4.3.7 Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the CAMH Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or to discuss another proponent’s proposal.

### 4.3.8 Bid Protest Procedure

If a proponent wishes to challenge the outcome of the RFP process, it should provide written notice to the CAMH Contact within sixty (60) days of notification of award, and CAMH will respond in accordance with its bid protest procedures.

## 4.4 Prohibited Communications and Confidential Information

### 4.4.1 Prohibited Proponent Communications

The proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B). For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix B).

### 4.4.2 Proponent Not to Communicate with Media

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of CAMH Contact.

### 4.4.3 Confidential Information of CAMH

All information provided by or obtained from CAMH in any form in connection with the RFP either before or after the issuance of the RFP

1. is the sole property of CAMH and must be treated as confidential;
2. is not to be used for any purpose other than replying to the RFP and the performance of any subsequent contract;
3. must not be disclosed without prior written authorization from CAMH; and
4. shall be returned by the proponents to CAMH immediately upon the request of CAMH.

### 4.4.4 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by CAMH. The confidentiality of such information will be maintained by CAMH, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to CAMH’s advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to CAMH Contact.

4.5 Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA applies to all proposals submitted to CAMH. Proposals will be received in confidence subject to the disclosure requirements of FIPPA. Proponents should identify any portions of their proposal which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence and which will cause harm if disclosed. Questions about FIPPA should be directed to the CAMH Contact.

4.6 Tobacco Free/Cannabis Free

CAMH is a tobacco and recreational cannabis free organization.  Proponents must observe

this organizational policy by refraining from smoking (including e-cigarettes and vaping) or

using other tobacco and recreational cannabis products on CAMH property, including in

personal vehicles parked on CAMH property.

* 1. Procurement Process Non-Binding

4.7.1 No Contract A and No Claims

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 RFP 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 proponent nor CAMH shall have the right to make any breach of contract, tort or other 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 RFP.

### 4.7.2 No Contract until Execution of Written Agreement

The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and CAMH by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

### 4.7.3 Non-binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

### 4.7.4 Disqualification for Misrepresentation

CAMH may disqualify the proponent or rescind a contract subsequently entered if the proponent’s response contains misrepresentations or any other inaccurate, misleading or incomplete information.

### 4.76 References and Past Performance

CAMH’s evaluation may include information provided by the proponent’s references and may also consider the proponent’s past performance on previous contracts with CAMH or other institutions.

### 4.8.7 Inappropriate Conduct

CAMH may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by CAMH, which constitutes a Conflict of Interest. For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix B).

### 4.7.8 Cancellation

CAMH may cancel or amend the RFP process without liability at any time.

## 4.8 Governing Law and Interpretation

### 4.8.1 Governing Law

The terms and conditions in this Part 4 – Terms and Conditions of RFP Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of Ontario and the federal laws of Canada applicable therein.

[End of Part 4]

# APPENDIX A – FORM OF AGREEMENT

**Form of Agreement shall be the CCDC 2- 2020 and Supplementary Conditions and CAMH Safety Agreement which is available for download from biddingo.com**

**CCDC 2- 2020 and Supplementary Conditions**

**CAMH Safety Agreement**

# APPENDIX B – SUBMISSION FORM

1. Proponent Information

|  |  |
| --- | --- |
| Please fill out the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary. | |
| Full Legal Name of Proponent: | *[enter your response here]* |
| Any Other Relevant Name under Which the Proponent Carries on Business: | *[enter your response here]* |
| Street Address: | *[enter your response here]* |
| City, Province/State: | *[enter your response here]* |
| Postal Code: | *[enter your response here]* |
| Phone Number: | *[enter your response here]* |
| Fax Number: | *[enter your response here]* |
| Company Website (If Any): | *[enter your response here]* |
| RFP Contact Person and Title: | *[enter your response here]* |
| RFP Contact Phone: | *[enter your response here]* |
| RFP Contact Facsimile: | *[enter your response here]* |
| RFP Contact E-mail: | *[enter your response here]* |

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until CAMH and the selected proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the Rates set out in the Rate Bid Form and has provided a list of any sub-contractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the following:

|  |  |
| --- | --- |
| **Description** | **Initial to Acknowledge Uploaded to Biddingo.com** |
| Submission Form – Appendix B |  |
| Rate Bid Form – Appendix C |  |
| Reference Form – Appendix D |  |
| Response to RP– Appendix E |  |

Notice to proponents: There may be forms required in the RFP other than those set out above. See the Mandatory Requirements section of the RFP for a complete listing of mandatory forms.

4. Non-binding Price Estimates

The proponent has submitted its Rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by CAMH prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of CAMH in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

* The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

|  |
| --- |
|  |
|  |

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of CAMH and have ceased that employment within twelve (12) months prior to the Submission Date:

|  |
| --- |
| **Name of Individual:** |
| **Job Classification:** |
| **Department:** |
| **Last Date of Employment with CAMH:** |
| **Name of Last Supervisor:** |
| **Brief Description of Individual’s Job Functions:** |
| **Brief Description of Nature of Individual’s Participation in the Preparation of the Proposal:** |

(Repeat above for each identified individual)

The proponent agrees that, upon request, the proponent shall provide CAMH with additional information from each individual identified above in the form prescribed by CAMH.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consentsto the disclosure, on a confidential basis, of this proposal by CAMH to CAMH’s advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

|  |  |
| --- | --- |
| Signature of Witness | Signature of Proponent Representative |
| Name of Witness | Name and Title |
|  |  |
|  | Date: |
|  | I have authority to bind the proponent |

# APPENDIX C – RATE BID FORM

I/We the undersigned, having carefully examined, understood and agreed with the Procurement documents, specifications, and investigated the locality and site.

I/We agree with the proposed work and the conditions to be encountered thereon, and terms and conditions attached to and forming part of the Proposal, hereby accept without change or reservation and agree to be bound by said procurement document.

For the General Interior Renovations of 250 College St. on the 8,9, 10, and 11th floors including mobilization, safety measures and all general requirements, but excluding HST tax in the lawful money of Canada for the following **Sum** of:

Bid Price:

1) Total Price in Canadian Funds

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_/100 Dollars

(in words)

2) Cash Allowance for Abatement: $61,500.00 for Additional / Unforeseen Abatement

Total Cash Allowance= $ 61,500.00

Itemized Price Breakdown – Total shall equal Bid Price above

|  |  |
| --- | --- |
| **Item** | **$ Cost** |
| General Conditions |  |
| Demolition |  |
| Abatement (from cash allowance) |  |
| Flooring |  |
| Door, Door Hardware and window film |  |
| Gypsum board work including plaster repair |  |
| Painting |  |
| Blinds |  |
| Mechanical |  |
| Electrical |  |
| Access Control |  |
| Communication |  |
| All other work items not identified above |  |
| Total (sum to equal bid price) |  |

Unit Pricing used to calculate additions and deletions to Contract

|  |  |  |
| --- | --- | --- |
| Item | Units | $ Unit Price |
| Add- Plaster Repair beyond quantities stipulated in drawings | sq.ft. |  |
| Credit - Plaster Repair is less than quantity identified in drawings. | sq.ft. |  |
|  |  |  |

# APPENDIX D – REFERENCE FORM

Each proponent is requested to provide three (3) references from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last 3 years.

**Reference #1**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Contact Telephone Number:** |  |
| **Contact email:** |  |
| **Date Work Undertaken:** |  |
| **Nature of Assignment:**  **(Include Project Name, if any)** |  |
| **Approximate Cost of Project:** |  |

**Reference #2**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Contact Telephone Number:** |  |
| **Contact email:** |  |
| **Date Work Undertaken:** |  |
| **Nature of Assignment:**  **(Include Project Name, if any)** |  |
| **Approximate Cost of Project:** |  |

**Reference #3**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Contact Telephone Number:** |  |
| **Contact email:** |  |
| **Date Work Undertaken:** |  |
| **Nature of Assignment:**  **(Include Project Name, if any)** |  |
| **Approximate Cost of Project:** |  |

# APPENDIX E – RFP PARTICULARS (RP)

## A. THE DELIVERABLES AND SPECIFICATIONS

CAMH requires the services of a General Contractor to carry out general interior renovations of the 8th, 9th, 10th and 11th floors at 250 College St.

Proponents should refer to the provided drawings and specifications for the full extend of the work. There will be mostly aesthetic changes required including some minor demos, hardware changes, data and electrical drops, some minor plumbing and additional HVAC requirements, specifications are contained in the drawings

The floors were previously in-patient areas and need to become staff use only.

Proponent should be prepared to start work on or around the week of October 9th 2023 or sooner, and achieve substantial completion by March 31, 2024 and completion by April 15th, 2024.

**General Requirements**

* The Proponent is required to complete the Work as laid out in the Consultants’ drawings and specifications, and the permit documents. Make sure to coordinate with the Consultants for any concerns/questions.
* The Proponent is to be solely responsible for all coordination, temporary protection, including site safety, emergency access, site communications, disposal, clean up, etc. related to the Work.
* The Proponent is to refer to the Architectural Specifications Section 1.12 Work Restrictions
* The Proponent is required to review and perform if required Asbestos Abatement as per the Designated Substance Survey Report, and Hazardous Building Materials Removal Specifications.
* During the RFP process, the Proponent is expected to take measurements and pictures to determine the extent of the scope of work and required rework/relocation of existing services as required during the mandatory site visit. Any assumptions or ambiguity should be clarified in writing to CAMH Contact as per the Timetable 3.1.1.
* The Proponent is responsible to ensure parking for its employees and sub-Contractors. No parking is provided.
* The Proponent is responsible to remove and dispose **all** construction related waste and debris, at a legal refuse site. Waste Container location can be arranged at the loading dock.
* The Proponent is responsible to protect all building systems against damage and dust, no tool washing on site is permitted;
* The Proponent is responsible for protecting the building and the elevator (including stairwells and access paths) during use and repair any damages.
* The Proponent is to ensure that the work area is kept organized and clean at all times, and that all access/egress ways are clear. As some of the floors are unoccupied, storage and staging space may be available in some of the unoccupied rooms.
* The Proponent is required to work in conformance with the Ontario Health and Safety Act and Regulations and CAMH policies and procedures, including but not limited to the Prevention of Construction or Maintenance Related Infectious Hazard policy and the Contractor Safety Agreement.
* The Proponent is responsible for coordinating and managing all fire alarm system bypass or modifications.
* The Proponent is responsible for applying for and obtaining all permits other than the building and HVAC permits, and closing all required permits, including the building, HVAC and plumbing permit.
* Proponents should coordinate with a cleaning company once the work is completed and before the handover to CAMH to ensure all Floors (Ground, 8, 9, 10&11), and corridors, etc, are in move in acceptable. Refer to drawing for additional requirements
* Proponents should use Service Elevator for transportation of tools/materials/debris removal etc.
* The Proponent / Proponent shall carry the costs for all the following, but not limited to:
* Safety measures
* Permits (other than the building permit)
* Fire alarm system bypass or modifications, including accidental setting off by Proponent’s forces
* Disposal of all debris, removed and unused materials at a legal refuse site.
* All Shut downs and bypasses required will need a minimum of 48 hours notice
* Overtime hours for staff and sub-trades necessary to achieve completion of construction by stated schedule

Scanning/ x-ray of all cores/ cuts in floors, structural walls and roofs and engagement of professional engineer to review and confirm location of such cores/ cuts will not compromise building structure prior to coring or cutting.

* The Proponent is required to follow all relevant CAMH policies including smoke free/ cannabis free

## B. MATERIAL DISCLOSURES

\*\*\*\* Note this RFP award is subject to CAMH Board Approval \*\*\*\*

* 1. Architectural Drawings prepared by Hanson + Jung Architects Inc. - PDF 39 pages

2. Mechanical Drawings prepared by GPY+Associates Engineering - PDF 13 pages

3. Electrical Drawings prepared by Summit Engineering - PDF 36 pages

4. Designated Substances and Hazardous Building Materials Assessment Report prepared by Safetech Environmental - PDF 67 pages

5. Hazardous Building Materials Removal Specifications prepared by Safetech Environmental - PDF 54 pages

* CAMH Policy and Procedures- pdf 46 pg.

The following are Approved Vendors /Subcontractors for CAMH

Fire Alarm Systems

Safe Assured Fire Safety Systems Inc.:

Contact Hardy Sekhon

Ph. # 647-202-9223

Email- [safeassuredfiresafetysystems@rogers.com](mailto:safeassuredfiresafetysystems@rogers.com)

Security Access Control

Fitch Security Integration Inc.

Ph. #416-235-1818 x302

Email: fitchadmin@fitch.ca

or

Jeff Oliff

Ph. # 416-235-1818 ext. 306

Email: [joliff@fitch.ca](mailto:joliff@fitch.ca)

Note please use the excel spreadsheet titled Appendix F “Questions” and post on to biddingo.com

## C. MANDATORY (m) CRITERIA

# 1 Confirm ability to meet CAMH’s standard insurance requirements of General Liability insurance with limits not less than $5,000,000 per occurrence (m)

# 2 Provide your current CAD7 WSIB Rating Form or Merit Adjusted Premium Statement (whichever applies) and a current WSIB Clearance Certificate. (m)

# 3 Provide letter from Surety for ability to provide Bonds for 50% Labour and 50% Materials. (m)

# 4 Signed letter that your business has access to plumbing materials and the materials are readily

available for this project. Include lead times if applicable. (m)

**Note: Please include a statement in your submission confirming your ability to meet above mandatory requirements.**

## D. RATED (r) CRITERIA

#1 Provide a **detailed** project Schedule on a per floor basis to illustrate how the project is to achieve substantial performance and total completion by the dates indicated in section 3.1.1.

(r)

#2 Information on your project methodology and approach including coordination with changes to schedules if required. Provide an example on a similar project including reference of the consultant. (r)

#3 Information on years in business, owners/partners, management staff, size of work force, type of business, financial standing and main type of work. (r)

#4 Provide a minimum of 3 references for projects of similar size and scope within a Healthcare setting undertaken in the past 3 years (m & r) –Schedule D

## E. WEIGHTING FOR RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP.

|  |  |  |
| --- | --- | --- |
| **Rated Criteria Category** | **Weighting (Points)** | **Min. Threshold Score** |
| **Mandatory** | **Pass/Fail** | **Pass** |
| Project Schedule –showing ability of construction approach, logistics and methods to achieve completion of the project by stated deadline. #1 | 30 |  |
| Ability to meet Project Methodology and approach #2 | 10 |  |
| Company Profile and Experience # 3 | 5 |  |
| References #4 Appendix D | 5 |  |
| Sub-Total Technical Criteria | 50 | 35 |
| Proponent Interview / Presentation, if required | Re-Score of Rated Criteria | 35 |
| Pricing | 50 |  |
| **Total Points** | 100 |  |
| **Reference Check** | **Pass/Fail** | **Pass** |

## F. INTERVIEW / PRESENTATION AND/OR DEMONSTRATION

The purpose of the interview / presentation is to allow the Proponents to further communicate the key elements of the proposed solution, to allow for interaction between the Proponents’ proposed team members and CAMH staff, and to review key aspects of the proposed solution.

Proponent’s Key personnel involved in the design, delivery and implementation of the solution will be required to participate in this session. At this stage CAMH will be assessing the suitability and creativity of the proposed solution. CAMH will also be noting any added value that the Proponent has demonstrated. However, Proponents will not have the opportunity to introduce new information or adjust their written proposals at this stage.

## G. PRICING

Proponents should review and complete the Rate Bid Form at Appendix C.

**Pricing**

**Total Points 50 points**

Pricing will be scored based on a relative pricing formula using the Rates set out in the Rate Bid Form.

Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent’s price for that category into the lowest bid price in that category. For example, if a proponent bids $120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category (120/120 = 100%). A proponent who bids $150.00 receives 80% of the possible points for that category (120/150 = 80%), and a proponent who bids $240.00 receives 50% of the possible points for that category (120/240 = 50%).

Lowest rate

------------------- x 50 Total available points = Score for proposal with second-lowest rate

Second-lowest rate

Lowest rate

------------------- x 50 Total available points = Score for proposal with third-lowest rate

Third-lowest rate

And so on, for each proposal.