



BGIS Global Integrated Solutions Canada LP

Contractor Services

Schedule 1

Data Sheet

Project Number: 250374

Project Name: 155 McNicoll Replace Perimeter Convectur Controls and Isolation Valves

Project Address: 155 McNicoll, Toronto, ON

Project Manager: Jean Weiss-Bartelli

Email: jean.weiss-bartelli@bgis.com

Project Coordinator: Benjamin McPeek

Email: benjamin.mcpeek@bgis.com



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RFQ SECTION REFERENCE AND DESCRIPTION	ITEM
RFQ Section 1.1(1) General	<p>This RFQ (pursuant to VOR MA) is issued by BGIS on behalf of Infrastructure Ontario to the BGIS Vendor of Record on MERX.</p> <p>Project No: 250374 155 McNicoll, Toronto, ON</p>
RFQ Section 1.1(2) Description of Scope of Services	<p><u>1.1.2.1 Background</u></p> <p>The intent of the project is to address the PIPING study (1072335) recommendation number 3 from Table 2 at MCNICOLL (FORMER TDSB) B92498. According to the study section 4.4 Valve Testing, existing pneumatic control valve and thermostat on perimeter radiators in each room have already passed their useful life span, and there are some isolation valve handles are missing. The project proposed to replace the existing two-way control valves & install the missing isolation valve handles. Existing pneumatic-type thermostat shall also be replaced with new DDC thermostats in each room. The new DDC control valves and thermostats shall be capable of being integrated into a future central BAS system.</p> <p>All work must adhere to the relevant codes, standards, and IO guidelines. The consultant is tasked with preparing design drawings and specifications for the tender and construction package. They must also conduct onsite QA, inspect work, and provide closeout, warranty, and inspection documentation. The contractor must submit a timeline for approval by the client to avoid disrupting Ministry programs. Required security clearances must be obtained. DSS compliance is mandated based on the building's age. The project is obligated to follow the IO Design Guidelines and all pertinent codes and standards.</p> <p>Project specific DSS specifications have been prepared and included in the tender documents from ECOH.</p> <p>Ensure new system is compatible with a future BAS.</p> <p><u>1.1.2.2 Services</u></p> <p>The consultant's scope of services as described below:</p> <ol style="list-style-type: none"> 1. Refer to attached engineering drawing and specification from Entrust Engineering 2. GC to ensure IO site access clearances are in place for all trades working on site. Note that new or renewal security clearances can take anywhere from 4 to 8 weeks to process. Refer to attached PMSP OPS – OPP security clearance submission form. 3. Provide advanced notice of any work that is going to be dusty, odorous, noisy or prevents regular use by the occupants. Client will require after hours work for disruptive activities during day-to-day business hours. Non-disruptive work may be completed daytime. 4. The GC will assist with phasing planning based on coordination with the BGIS FM. Two rooms at a time will be available for each phase allowing non-disruptive work to proceed during daytime. Disruptive work will need to occur after hours.

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	<ol style="list-style-type: none"> 5. The facility is in use 6 days a week with Sunday being the only unoccupied day. Some evening classes will be occurring during the other working days ending at 8:30 pm. BGIS FM to confirm all hours of work. 6. Work on site will not commence until the weather is warm enough to turn off the heating system. Assume site work will start mid to late June 2026. 7. Work will need to be completed and commissioned in preparation for the start of heating season. 8. GC will need to hire GardaWorld security guards out of the cash allowance. 9. Invoicing against the cash allowance must include back up invoices. 10. Bid to include a cash allowance of \$5,000 to be used for: <ol style="list-style-type: none"> a. GardaWorld escorts, as required. b. Miscellaneous costs or unforeseen requirements. c. Temporary furniture or contents packing, moves and return to original to accommodate construction 11. Note; Provide back up for any cash allowance spend when invoicing. <ol style="list-style-type: none"> a. Note % of cash allowance used on a separate line item in schedule of values on draws 12. Electrical permit is expected. Payment of the permit to be from the provided cash allowance. 13. Contact the BGIS FM, Greg Mullholland, for access coordination. 14. COVID19 PPE protocols are to be used. 15. Contacts are; <ol style="list-style-type: none"> a. Lead Consultant; Entrust Engineering – Daniel Nosella daniel.nosella@entrustengineering.com and Matthew Doyle matthew.doyle@entrustengineering.com b. BGIS FM; Dipali Mehta, 519-999-7138, dipali.mehta@bgis.com c. BGIS PM; Jean Weiss-Bartelli, 416-888-5121, jean.weiss-bartelli@bgis.com d. BGIS PC: Benjamin McPeck, 437-961-5718, Benjamin.mcpeek@bgis.com e. GardaWorld; bgis.io@garda.com and nationalservicedesk@garda.com. 16. GC will facilitate construction meetings and prepare meeting minutes. Includes with minutes will be an RFI Log, Change Order Log, Shop Drawing Log and updated project construction schedule. Assume bi-weekly Teams conference call meetings. 17. Consultant to attend monthly meetings with the GC to review completed scope of work in preparation for submitting GC draws. 18. GC to complete the CMMS schedule, attached, for Substantial Completion, for handover to BGIS FM to use for on-going maintenance. 19. Construction projects valued at \$250,000 or more require Ontario Builds signage. See attached guidelines. Size and location to be as directed by the BGIS FM. 20. Complete pricing on attached Schedule 3 Pricing Submission Form.

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<p>RFQ Section 2.1</p> <p>RFQ Documents</p>	<p>The RFQ Documents include the following:</p> <ul style="list-style-type: none"> (a) Request for Quotation main body (the “Main Body”); (b) Schedule 1 - Data Sheet (including Appendices and Attachments); (c) Schedule 2 – Price Submission Form; (d) Schedule 3 – Form of Agreement (including Appendices, Schedules, and Attachments); (e) Addenda to the RFQ Documents, if any, and (f) The following identified documents: <table border="1" data-bbox="407 556 1451 1659"> <thead> <tr> <th>Document</th> <th>Issued by</th> <th>Revision No.</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>GardaWorld Form STA BGIS Vendor - Template.pdf</td> <td></td> <td></td> <td></td> </tr> <tr> <td>New IO Security Clearance form Oct 2022.pdf</td> <td></td> <td></td> <td>Oct 2022</td> </tr> <tr> <td>CCDC 2 (2020) SCs - v.2022.11.01(LOCKED).pdf</td> <td></td> <td></td> <td>Nov 1, 2022</td> </tr> <tr> <td>BGIS CMMS - Project Equipment Submittal Form_3Dec2024 1.xlsx</td> <td></td> <td></td> <td>Dec 3, 2024</td> </tr> <tr> <td>Contractor - BGIS Contract Appendix D - Health and Safety Requirements v. April 2022-2 pages.docx</td> <td></td> <td></td> <td>April 2022</td> </tr> <tr> <td>Contractor - HSE Contractor Handbook (CORP-HS-10730) - rev 17-22 pages.pdf</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CORP-SSM-13592-EN Schedule F - Infrastructure Ontario (2023 11).docx</td> <td></td> <td></td> <td>Nov 2023</td> </tr> <tr> <td>Ontario Builds Signage - Design Guide – for over \$250K projects Dec 2023.pdf</td> <td></td> <td></td> <td>Dec 2023</td> </tr> <tr> <td>250374 155 McNicholl Convector Controls and Isolation Valves 25097 - Entrust MECH - IFT Jan 30, 2026.pdf</td> <td></td> <td></td> <td>Jan 30, 2026</td> </tr> <tr> <td>250374 155 McNicoll - 29547 ECOH DSS Assessment 155 McNicoll Ave, TO, ON Dec 2025.pdf</td> <td></td> <td></td> <td>Dec 2025</td> </tr> <tr> <td>250374 ECOH Abatement Specification Package - 155 McNicoll Ave, TO, ON Jan 2026 (ECOH 29547).pdf</td> <td></td> <td></td> <td>Jan 2026</td> </tr> </tbody> </table>	Document	Issued by	Revision No.	Date	GardaWorld Form STA BGIS Vendor - Template.pdf				New IO Security Clearance form Oct 2022.pdf			Oct 2022	CCDC 2 (2020) SCs - v.2022.11.01(LOCKED).pdf			Nov 1, 2022	BGIS CMMS - Project Equipment Submittal Form_3Dec2024 1.xlsx			Dec 3, 2024	Contractor - BGIS Contract Appendix D - Health and Safety Requirements v. April 2022-2 pages.docx			April 2022	Contractor - HSE Contractor Handbook (CORP-HS-10730) - rev 17-22 pages.pdf				CORP-SSM-13592-EN Schedule F - Infrastructure Ontario (2023 11).docx			Nov 2023	Ontario Builds Signage - Design Guide – for over \$250K projects Dec 2023.pdf			Dec 2023	250374 155 McNicholl Convector Controls and Isolation Valves 25097 - Entrust MECH - IFT Jan 30, 2026.pdf			Jan 30, 2026	250374 155 McNicoll - 29547 ECOH DSS Assessment 155 McNicoll Ave, TO, ON Dec 2025.pdf			Dec 2025	250374 ECOH Abatement Specification Package - 155 McNicoll Ave, TO, ON Jan 2026 (ECOH 29547).pdf			Jan 2026
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<p>RFQ Section 2.2(1)</p> <p>Obtaining the RFQ Documents</p>	<p>The RFQ Documents will be available for download by Bidders through MERX:</p> <p style="text-align: center;">Website: www.bgis.merx.com</p> <p style="text-align: center;">MERX Support Email: merx@merx.com</p>																																																

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RFQ Section 2.2(2) Non-Disclosure Agreement	Bidders must provide required acknowledgment through MERX to obtain the Client Documents. Execution of non-disclosure documents is not required in this RFQ.																
RFQ Section 3.1 Timetable	<table border="1"> <thead> <tr> <th data-bbox="407 369 1049 401">ACTIVITY</th> <th data-bbox="1049 369 1430 401">DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 401 1049 491">Issue date of the RFQ</td> <td data-bbox="1049 401 1430 491">Jan 30, 2026</td> </tr> <tr> <td data-bbox="407 491 1049 602">Bidder's Meeting is not mandatory, though recommended. Attendees to notify BGIS PM, PC and FM as a courtesy. Bidder Meeting to take place on site at 155 McNicholl, Toronto, Ontario. Meet at Main entry.</td> <td data-bbox="1049 491 1430 602">Feb 4, 2026 10 AM</td> </tr> <tr> <td data-bbox="407 602 1049 693">Final date for submission of Bidders' questions</td> <td data-bbox="1049 602 1430 693">Feb 10, 2026</td> </tr> <tr> <td data-bbox="407 693 1049 783">RFQ Closing</td> <td data-bbox="1049 693 1430 783">Monday Feb 16, 2026</td> </tr> <tr> <td data-bbox="407 783 1049 873">Award to Successful Bidder</td> <td data-bbox="1049 783 1430 873">Estimated Feb 27, 2026</td> </tr> <tr> <td data-bbox="407 873 1049 963">Ready for Takeover</td> <td data-bbox="1049 873 1430 963">August 28, 2026</td> </tr> <tr> <td data-bbox="407 963 1049 1054">Completion of Closeouts and Final Invoicing</td> <td data-bbox="1049 963 1430 1054">October 23, 2026</td> </tr> </tbody> </table>	ACTIVITY	DATE	Issue date of the RFQ	Jan 30, 2026	Bidder's Meeting is not mandatory, though recommended. Attendees to notify BGIS PM, PC and FM as a courtesy. Bidder Meeting to take place on site at 155 McNicholl, Toronto, Ontario. Meet at Main entry.	Feb 4, 2026 10 AM	Final date for submission of Bidders' questions	Feb 10, 2026	RFQ Closing	Monday Feb 16, 2026	Award to Successful Bidder	Estimated Feb 27, 2026	Ready for Takeover	August 28, 2026	Completion of Closeouts and Final Invoicing	October 23, 2026
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RFQ Section 3.1 (2) Bidders' Meeting	BGIS will convene a Bidders meeting (" Bidders' Meeting ") prior to the RFQ Closing on a date, time and location as set out in the Timetable above. While a Bidder's attendance at the Bidders' Meeting is not mandatory, Bidders are strongly encouraged to attend. Please notify BGIS of your attendance as a courtesy to the client and those organizing the site walk-thru.																
RFQ Section 3.1 (3) RFQ Questions	All Bidder inquiries relating to the interpretation of the RFQ Documents shall be submitted through MERX, directed to the BGIS Contact Person. Please note questions submitted by any means other than MERX will not be answered.																
RFQ Section 3.1 (4) Contact Person	The coordinates of the Contact Person are: BGIS PM; Jean Weiss-Bartelli, 416-888-5121, jean.weiss-bartelli@bgis.com BGIS PC: Benjamin McPeek, 437-961-5718, Benjamin.mcpeek@bgis.com																

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<p>RFQ Section 4.1</p> <p>Contents of the Quotation</p>	<p>The Bidder shall prepare and submit its quotation to include the following:</p> <ul style="list-style-type: none"> a) Completed and Signed Price Submission Form (Schedule 2) b) Detailed baseline critical path schedule indicating 3 Levels of WBS (work Areas, Work Packages and Activities) construction sequences, relationships and activity interdependencies, duration of activities, manpower and equipment required to complete the working accordance with the construction schedule prescribed by BGIS and the General Condition 3.5 of the IO Supplementary Conditions including “the Contractor shall employ the software Microsoft Project in generating the construction schedule, which permits the progress of the Work to be monitored in relation to the critical path established in the schedule”. c) An original 50% performance bond and 50% labour and material payment bond, issued by the surety which issued the Bid Bond and Agreement to Bond, originally executed and in the prescribed forms, when specified in Section 7.1.2.
<p>RFQ Section 5.1</p> <p>Submission of Quotations</p>	<p>Price Submission Form shall be submitted through the MERX.</p> <p>Bidders must submit a Blended Hourly Rate for Additional Services. Should BGIS decide to proceed with Additional Services, the Blended Hourly Rate shall be charged by the Bidder to provide Additional Services.</p> <p>Only quotations uploaded through MERX will be accepted. The submission shall be uploaded as follows:</p> <ul style="list-style-type: none"> a) One (1) PDF file of the entire submission Schedule 2 - Price Submission Form; completed and signed, with initials on each page as indicated. b) Included in the same PDF proof of Insurance per Section 4.1 of the Data Sheet. c) Detailed baseline critical path schedule, see section 4.1 of this Data Sheet d) An original 50% performance bond and 50% labour and material payment bond, issued by the surety which issued the Bid Bond and Agreement to Bond, originally executed and in the prescribed forms, when specified in Section 8.1(2). Excluded for construction contract under \$150,000. <p>Note: Please reference the MERX Supplier Guide to ensure each uploaded file is within the specified file limit. BGIS will not be responsible for late Proposals. Proposals delivered to BGIS, either in person, courier, or by email will not be considered.</p>
<p>RFQ Section 6.1</p> <p>Evaluation Process</p> <p>Step 1 – Compliance / Completeness</p> <p>Step 2 – Total Fixed Fee Evaluation</p>	<p>The Evaluation Process will evaluate, submission completeness, the Total Fixed Fee, and the vendor performance deduction set forth by the VPP Program, to determine a final score of each bidder.</p> <p>The evaluation of Proposals will be conducted by BGIS in the following stages:</p> <p>A. <u>Step 1 – Compliance / Completeness</u></p> <p>BGIS will review that all submissions received have complied with all the requirements of this RFQ and have submitted a complete Price Submission Form.</p> <p>Weighting for Step 1: Pass/Fail</p> <p>B. <u>Step 2 – Price Submission Form</u></p> <p>The Evaluation Team will evaluate only the compliant / complete submissions Total Fixed Fee as detailed in the Evaluation Criteria.</p>

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<p>RFQ Section 6.1 (2)</p> <p>Evaluation Criteria</p>	<p>The criteria for evaluations are:</p> <table border="1" data-bbox="555 268 1295 569"> <tr> <td><u>Price Submission Form</u></td> <td><u>Value</u></td> </tr> <tr> <td><u>Compliance / Completeness</u></td> <td><u>Pass / Fail</u></td> </tr> <tr> <td><u>Total Fixed Fee</u></td> <td><u>100 pts</u></td> </tr> <tr> <td><u>Vendor Performance Program</u></td> <td><u>N/A</u></td> </tr> <tr> <td><u>Total Score</u></td> <td><u>100 pts</u></td> </tr> </table> <p>The Vendor Performance Program score will be assigned per the BGIS Vendor Performance Program.</p> <p>The Total Fixed Fee (Fee) will be scored as follows; the lowest price will receive the maximum points available for the Fee criteria, all other submissions will receive a percentage of the maximum points available by dividing the lowest Fee by the Bidders Fee and multiplying it into the maximum points available.</p> <p style="text-align: center;">= (lowest Fee / bidders' Fee)*maximum points for this criterion</p>	<u>Price Submission Form</u>	<u>Value</u>	<u>Compliance / Completeness</u>	<u>Pass / Fail</u>	<u>Total Fixed Fee</u>	<u>100 pts</u>	<u>Vendor Performance Program</u>	<u>N/A</u>	<u>Total Score</u>	<u>100 pts</u>
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<p>RFQ Section 7.1</p> <p>Notification of Award</p>	<p>The successful Bidder upon receipt of a Letter of Notification (LON) shall provide to BGIS in a timely manner, the following conditions of award as indicated in the LON:</p> <ol style="list-style-type: none"> 1. An original 50% Performance Bond and 50% Labour and Material payment bond, issued by the surety which issued the Bid Bond and Agreement to Bond, originally executed and in the prescribed forms. Original bonding documents must be submitted per the Letter of Notification and electronic copy emailed. In lieu of paper bonds official E-bonds will be accepted. See section 8.1 (2) of this data. 2. Project specific Certificate of Insurance, and Pollution Liability Insurance (see section 8.1 of this Data Sheet) 3. WSIB Certificate 4. Detailed baseline critical path schedule indicating 3 Levels of WBS (work Areas, Work Packages and Activities) construction sequences, relationships and activity interdependencies, duration of activities, manpower and equipment required to complete the working accordance with the construction schedule prescribed by BGIS and the General Condition 3.5 of the IO Supplementary Conditions including “the Contractor shall employ the software Microsoft Project in generating the construction schedule, which permits the progress of the Work <p>Upon receipt of the documents outlined above in a form satisfactory to BGIS, in its sole discretion, BGIS may issue a Form of Agreement.</p>										
<p>RFQ Section 7.1 (2)</p> <p>Award</p>	<p>BGIS will issue a Form of Agreement as follows to the successful Bidder:</p> <p>The Canadian Construction Documents Committee (CCDC 2 2020), as amended by the IO Supplementary Conditions, and Schedule “F”, attached which constitute the Form of Agreement between the Owner and General Contractor.</p> <p>See Schedule 3 for the Form of Agreement.</p> <p>BGIS shall issue a Purchase Order Number with the Form of Agreement fully executed to notify the preferred Bidder of final award.</p>										

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<p>RFQ Section 8.1 Insurance</p>	<p>The successful Bidder will be required to provide the insurance requirements per the Form of Agreement.</p> <ul style="list-style-type: none"> • The Bidder shall submit a valid, current Insurance Comprehensive General Liability Certificate of Insurance evidencing the following coverage of the amount of ten million dollars (\$10,000,000.00); • The certificate holder is to be BGIS Global Integrated Solutions Canada LP, 4175 14th Avenue, Markham, Ontario L3R 0J2; • The name of “BGIS Global Integrated Solutions Canada LP., Ontario Infrastructure and Lands Corporation and His Majesty the King in Right of Ontario” as additional insured must appear on the certificate; • Non-owned automotive Liability Coverage (min. \$10,000,000.00 per occurrence); owned Automotive Liability Coverage (min. \$10,000,000.00 per occurrence); • The Insurance certificate shall specify that the Insurer must send a 30-days written notice to BGIS Global Integrated Solutions Canada LP, in the event of non-renewal or cancellation. • Sudden and accidental pollution liability coverage; Pollution Liability Insurance with limits of not less than \$5 million per occurrence, an aggregate limit of not less than five million (\$5,000,000.00) within any policy year, and a deductible not exceeding \$5,000. <p>Pollution Liability Insurance with limits of not less than \$5 million per occurrence, an aggregate limit of not less than five million (\$5,000,000.00) within any policy year, and a deductible not exceeding \$5,000, such insurance to be maintained from the date of commencement of the Work until one year from the date of Ready for Takeover.</p>
<p>RFQ Section 8.1 (2) Bonding Requirements</p>	<p>Where the Bid price exceeds \$150,000.00 or as otherwise specified, the Bidder shall submit bonds with the electronic submission and originals to the BGIS contact Person per the following:</p> <p>Bid Bond for an amount which is equal to ten per cent (10%) of the stipulated lump sum price of the Bid, signed, sealed and issued by a surety to transact business in the province of the Project. Official E-bid bonds will be accepted in lieu of original paper format. BGIS reserves the right to approve or reject any surety, in its reasonable discretion. The Bid Bond shall remain valid and will be retained by BGIS until the expiry of the irrevocability period for Bids set forth in Section 7 of the Instructions to Bidders. The Bid Bond shall specifically name “BGIS Global Integrated Solutions Canada LP”;</p> <p>Written confirmation from a duly licensed surety company to provide final security of 50% performance bond and 50% labour and materials payment bond in respect of the Work including applicable provincial taxes; or a written confirmation from a Canadian Financial Institution stating that it is prepared to provide as security in accordance with the Contract. Such agreements or undertaking must be in a commercially reasonable form and name BGIS as beneficiary; The owner shall be BGIS Global Integrated Solutions Canada LP, 4175 14th Avenue, Markham, Ontario, L3R 0J2.</p>
<p>RFQ Section 9.1 Security Clearance Checks</p>	<p>Security screening checks apply to this procurement.</p> <p>BGIS Company Security Information Form to be completed by the successful Bidder and submitted to BGIS at time of Notification of Award. This form is included in this Data Sheet Appendix A.</p>

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Appendix “A” - SECURITY CLEARANCE CHECKS

1. The Government of Ontario has implemented a policy that requires contractors (including employees of same), and individuals doing certain business with the Government of Ontario to undergo security clearance checks. The requirement of a security clearance check is based on a risk assessment.
2. Security Clearance Checks, which are Criminal Record and Judicial Matters Check (CRJMC) (“**Security Clearance Checks**”), are administered by the Program & Policy Enablement Branch, Supply Chain Ontario, Ministry of Government & Consumer Services (“PPEB”, “MGCS”) and, where required for IO projects, coordinated by BGIS.
3. Bidders will be required to undergo Security Clearance Checks at their own cost. An out of country check will be required if the applicant has resided outside of Canada within five (5) years of the date of the check and remained outside of Canada for over six consecutive months. An additional cost will apply for this check.
4. The Bidder’s directors, officers, owners, partners (if applicable), shareholders (if applicable), and as requested by PPEB, any employees and any subcontractors (including its directors, officers, owners, partners, shareholders and employees who will work on the BGIS account) (collectively referred to as “**Affected Parties**” and individually as an “**Affected Party**”) will each be required to undergo a Security Clearance Check on execution of the Final Agreement or prior to performing work for BGIS or the Government of Ontario. Security Clearance Checks shall be renewed upon request by BGIS as required by the government of Ontario policy, as amended or replaced from time to time.
5. It is the responsibility of the Consultant to ensure that all individuals’ clearances are valid for the entirety of the work or project. Should a renewal be required, the Consultant is responsible to contact BGIS to facilitate the same.
6. Security Clearances are valid for up to five (5) years. During that time, the Contractor Security Screening Operating Policy requires that the Affected Party comply with the ongoing obligation to provide written disclosure within five (5) business days of any new charges that have been laid against them or their employees, between the submission and expiry dates of the individual clearance decision.
7. A Security Screening Check includes all of the following:
 1. a written declaration by an individual disclosing any unresolved charges and previous convictions under the offence provisions of federal statutes, including but not limited to the Criminal Code, R.S.C. 1985, C. C-46, as amended from time to time (the “Criminal Code”), for which a pardon under the Criminal Records Act, R.S.C. 1985, C. C-47, as amended from time to time (the “Criminal Records Act”), has not been granted;
 2. a police records check through the Canadian Police Information Centre and provincial and municipal police force records for information about the individual in relation to:
 - a. convictions under the offence provisions of federal statutes, including but not limited to the Criminal Code for which a pardon under the Criminal Records Act has not been granted;
 - b. findings of guilt in relation to federal statutes for which a court has granted a discharge; and
 - c. charges laid under the offence provisions of any federal statutes that are unresolved;
 - d. records of judicial orders in effect made in relation to the offence provisions of federal statutes;

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- e. a police records check in other jurisdictions as deemed necessary by the information provided to the PPEB/MGCS during a Security Screening Check; and
 - f. if deemed necessary by PPEB/MGCS considering the circumstances of providing the goods and/or services, a driving records check.
8. Upon award to the Successful Bidder, the BGIS Contractor Security Screening team will provide the forms and instructions on how to proceed with Security Screening Checks.

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Appendix "A"

BGIS COMPANY SECURITY INFORMATION FORM

IO Security Screening - PMSP PROJECTS - GENERAL CONTRACTOR/CONSULTANT & SUB TRADES						Submission #: (To be revised with every submission)							
Date:	Source: Single Project VOR	Region: North	Location:	Project Start Date:									
Project #:	Description:	IO PSM	PMSP PM:	CSRA #									
ALL FIELDS ARE MANDATORY AND MUST BE COMPLETED IN ORDER FOR THE SECURITY SCREENING PROCESS TO BE INITIATED													
PRIME VENDOR	Company Legal Name (Operating As Only)		Address	City	Province	Postal Code			Expiry date for Transferability clearance is not required			Only required for projects at an OPP Site	
	Ref	First Name (Legal)	Last Name (Legal)	E-mail Address (Mandatory for CSO only and online process)	Telephone #	Job Title	OPS Clearance Status	OPS Clearance Expiry Date (DD/MM/YYYY)	OPS Process	OPP Clearance Status	OPP Clearance Expiry Date (DD/MM/YYYY)		
	CSO												
	1												
	2												
	3												
	4												
5													
Not Applicable													
Sub-Trade 1	Company Legal Name (Operating As Only)		Address	City	Province	Postal Code			Expiry date for Transferability clearance is not required			Only required for projects at an OPP Site	
	Ref	First Name (Legal)	Last Name (Legal)	E-mail Address (Mandatory for CSO only and online process)	Telephone #	Job Title	OPS Clearance Status	OPS Clearance Expiry Date (DD/MM/YYYY)	OPS Process	OPP Clearance Status	OPP Clearance Expiry Date (DD/MM/YYYY)		
	CSO												
	1												
	2												
	3												
	4												
5													
Not Applicable													
Sub-Trade 2	Company Legal Name (Operating As Only)		Address	City	Province	Postal Code			Expiry date for Transferability clearance is not required			Only required for projects at an OPP Site	
	Ref	First Name (Legal)	Last Name (Legal)	E-mail Address (Mandatory for CSO only and online process)	Telephone #	Job Title	OPS Clearance Status	OPS Clearance Expiry Date (DD/MM/YYYY)	OPS Process	OPP Clearance Status	OPP Clearance Expiry Date (DD/MM/YYYY)		
	CSO												
	1												
	2												
	3												
	4												
5													
Not Applicable													
Sub-Trade 3	Company Legal Name (Operating As Only)		Address	City	Province	Postal Code			Expiry date for Transferability clearance is not required			Only required for projects at an OPP Site	
	Ref	First Name (Legal)	Last Name (Legal)	E-mail Address (Mandatory for CSO only and online process)	Telephone #	Job Title	OPS Clearance Status	OPS Clearance Expiry Date (DD/MM/YYYY)	OPS Process	OPP Clearance Status	OPP Clearance Expiry Date (DD/MM/YYYY)		
	CSO												
	1												
	2												
	3												
	4												
5													
Not Applicable													

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Appendix “B” – PROJECT MILESTONES

NOTE: This Schedule forms part of the Contract

The Bidders are to include the necessary resources and costing to incorporate the project milestones below into the project planning and the Bidder’s quotation.

Project Milestone	Date
<input type="text" value="Anticipated Start of Work"/>	1/26/2026
<input type="text" value="Ready for Takeover"/>	4/10/2026
<input type="text" value="Total Completion"/>	6/12/2026
<input type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.
<input style="background-color: red;" type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.
<input type="text"/>	Click here to enter a date.

Appendix “C” – ADDITIONAL CLIENT REQUIREMENTS

NOTE: This Schedule forms part of the Contract

The Bidders are to include for the following additional Client requirements where applicable in relation to the scope of services detailed in the RFQ Documents.

1. INTERFERENCE WITH EXISTING OPERATIONS

- a. The normal operations of the Project site and building must be maintained at all times during performance of the Work. All precautions and every care must be taken to ensure that interference or disruptions to patrons, staff and management are minimized. Any Work that cannot be carried out during normal working hours due to interference with the normal operations of the Client must be done outside of business hours and all cost premiums associated with this work must be included in the stipulated sum bid price.
- b. The successful Bidder shall coordinate with BGIS and the Client any off-hour work shall comply with any instructions given by BGIS for carrying out this Work. Such disruptive Work consists of, but is not limited to, power shut down, use of heavy equipment, use of explosive actuated tools, excessive noise of any origin, use of materials with odors, coring, drilling, etc.

2. IO PROCUREMENT POLICY

- a. Infrastructure Ontario’s (IO) procurement policy (“Procurement Policy”) applies to all Respondents of this RFQ, as well as to the Successful Respondent. The Procurement Policy is available on IO’s website: (<https://www.infrastructureontario.ca/Procurement>). Respondents are responsible to review the Procurement Policy and ensure that their conduct always complies with the Procurement Policy.

3. GOVERNING LAW

- a. Regardless of where any of the Bid Documents, Bids or other documents used in the Bid Process may be stored, evaluated, transmitted or otherwise processed, the Bid Process shall be governed by and constructed in accordance with the laws of the province or territory, including the federal laws of Canada, in which the Work is predominantly executed or provided and litigation or other dispute shall be conducted in such province or territory under the laws of such province or territory.

4. TAXES

- a. The Bidders shall include all taxes, duties, and levies in their Bid price, but shall exclude the Harmonized Sales Tax, provided always that such taxes, duties, and levies have been promulgated prior to the date of the submission of Bids.

5. SUBSTANTIAL PERFORMANCE

- a. All statutory requirements of Substantial Performance under The Construction Act still apply, and Substantial Performance is no longer a contractual milestone. For the requirements regarding the new contractual milestone replacing Substantial Performance, see Section No. 6, Ready for Takeover and for the contractual requirements se CCDC 2 2020 contract (available on the internet) and enclosed IO Supplemental Conditions to the CCDC 2 2020 contract.
- b. Substantial Performance is defined under the Construction Act as is ready for use or is being used for the purpose intended and is so certified by the Consultant. Expiry of the statutory holdback period is from the date of Substantial Performance under the Construction Act.

6. READY FOR TAKEOVER

- a. The Ready for Takeover contractual milestone replaces the previous Substantial Performance

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milestone under the CCDC 2 2020 contract. The contractual prerequisites to attaining Ready for Takeover of the Work are detailed in the contract general conditions and IO supplemental conditions - Part 12 Owner Takeover, GC 12.1 READY FOR TAKEOVER.

- b. When the Contractor considers that the Work is Ready-for-Takeover, the Contractor shall deliver to the Consultant and to the Owner a comprehensive list of items to be completed or corrected, together with a written application for Ready-for-Takeover for review. Failure to include an item on the list does not alter the responsibility of the Contractor to complete the Contract.
- c. The Consultant will review the Work to verify the validity of the application and will promptly, and in any event, no later than 10 calendar days after receipt of the Contractor's list and application:
 - 1. Advise the Contractor in writing that the Work is not Ready-for-Takeover and give reasons why, or
 - 2. Confirm the date of Ready-for-Takeover in writing to each of the Owner and the Contractor.
- d. Immediately following the confirmation of the date of Ready-for-Takeover, the Contractor, in consultation with the Consultant, shall establish a reasonable date for finishing the Work.

7. PROJECT PROGRESS UPDATES

- a. Proponents shall include for providing project progress updates, weekly or at regular frequency agreed to by BGIS and the vendor to suit the project progression. The progress update shall include but not limited to a progress of work, trades on site, crew size(s), potential risks, and opportunities, HSE, site conditions, material and equipment deliveries / delays, weather, etc., in a documented sequential format with detailed photos (time and date stamped), provided to BGIS PM and the Prime Consultant for review. This requirement will form part of the awarded contract conditions.

8. TAX COMPLIANCE DECLARATION

- a. The bidders will hereby certify that at the time of submitting their Proposal/Bid, Bidders are in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and that all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained
- b. The Bidders will consent to the Ministry of Finance releasing the taxpayer information described in section (a) to Infrastructure Ontario as necessary for the purpose of verifying that the Bidders are in full compliance with all statutes administered by the Ministry of Finance.

9. CONGREGATE SETTINGS ONLY – ONTARIO PUBLIC SERVICE – COVID 19 SAFE WORKPLACE

- a. The bidders are to include for COVID-19 Safe Workplace building access requirements for any project located in a congregate setting such as correctional, youth or senior facility. All workers deployed to work at any congregate setting (correctional facility, senior or youth centre), regardless of vaccination status, must submit a negative Rapid Antigen (“RAT”) result from within the last 48 hours or submit to a RAT at the facility.

10. ONTARIO FAIR WAGE POLICY

- a. Contractors are to follow The Ontario Fair Wage Program.
<http://laws-lois.justice.gc.ca/eng/acts/L-4/>

11. IO MEASUREMENT AND VERIFICATION GUIDELINES

- a. Guidelines for the development and implementation of Measurement and Verification Plans and reports for Energy-related projects only.

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12. IO CAD STANDARDS AND GUIDELINES

- a. All drawings shall be prepared using the latest version of AutoCAD software for Windows. All drawings shall be prepared in accordance with Infrastructure Ontario CAD Standards. CAD Standards and Guidelines are available on IO's website [Standards and Guidelines \(infrastructureontario.ca\)](http://infrastructureontario.ca/Standards_and_Guidelines)

13. IO VIDEO SURVEILLANCE POLICY

- a. Collection of Personal Information through video surveillance may be necessary to ensure safety.

14. CRITICAL AND VITAL ENVIRONMENTAL LIST

- a. To be included if applicable.

15. CONSTRUCTION AND ONTARIO BUILDING SIGNAGE REQUIREMENTS

The Contractor shall supply and install signage for the purpose and per the general principals listed below:

Purpose:

- For Infrastructure Ontario to gain recognition for its work in managing and developing the province's real estate assets.
- To clearly demonstrate the connection between Infrastructure Ontario and the Province of Ontario/client ministries.
- To have the BGIS contact information including phone number and email address visible for inquiries.
- To have emergency assistance phone number and contact party for the General Contractor Project Superintendent /Foreman.
- Contractor's Health Policy and MOL Green Book to be posted near to the construction site visible to pedestrian traffic.

General Principles:

- All Asset renewal and Ministry projects over \$250K or that have a construction period of over 90 days, without existing signage will require the installation of New Ontario Builds signage. The Contractor will be required to include for signage.
- New projects over \$250k will also require new signage and shall be requested as part of the construction tender documents in buildings that have no existing signage.
- All projects that are visible to public clients and exceed \$250K in construction value should display a sign during the construction period.
- The intent of the signs is to increase the visibility of Infrastructure Ontario's projects and to identify the projects as provincial assets.
- Signs must comply with the Ontario Builds Design Guide standards, December 2023.

Artwork will be made available to the successful bidder.

16. INFRASTRUCTURE ONTARIO CHANGE MANAGEMENT PROGRAM

- a. General Contractors are required to complete and submit a CAC Change Request Form (CRFC) for any building related activity that will impact or potentially the consumption and production of IT Services included but not limited to the following examples:

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Utility Outages:

- Electric, Water & Gas
- Example would be but not limited to potential impact to power supply to IT rooms (server or network rooms, etc.)
- Another example would be but not limited to potential impact to air conditioning water chillers for environmentally managed IT rooms (server rooms, etc.)

Utility Maintenance and Contingency:

- Generator testing, alternative utility resources

Denial of Access:

- Building closures, temporary access terminations
- An example would include but is not limited to tenants not being able to enter the building or floor to conduct normal business activities.

Environmental:

- AC maintenance, toxic activity such as special cleaning, decorating, fumigation.

17. COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) AND COMMISSIONING GUIDELINES

- a. The CMMS form is an integral part of the Project Services Commissioning Guidelines. The intent of the CMMS form is to record the details of every item of equipment asset included in the scope of project work undertaken by the General Contractor, reviewed, and approved by the Consultant. The following form must be completed for every equipment item that is added, changed, removed, or replaced. Please request a copy of the latest CMMS form from the Project Manager when applicable.

18. QUEENS PARK PROJECTS

- a. Consultants are to follow the Queens Park Construction Manual, applicable only on projects located at Queen’s Park.

19. USER GUIDE FOR CAC CRFC TEMPLATE

- a. Refer to the User Guide for CAC CRFC template.

20. ENVIRONMENTAL ASSESSMENT

- a. The Contractor is advised that where the subject works in the contract are classified as a Category B undertaking under the Ministry of Infrastructure Public Work Class Environmental Assessment process, no construction work shall proceed at the site until completion of this process. The BGIS Project Manager will advise the Contractor on the status of the Class EA process for a Category B type project at time of contract award.

21. MOULD PREVENTION MANAGEMENT PLAN

- a. The Infrastructure Ontario (IO) Mould Prevention Management Program (MPMP) provides information, procedures, and consistent methodology for mould management in all buildings operated, leased, or partially managed by IO. The MPMP provides actions for a safe environment and steps to mitigate and minimize risk.

22. ASBESTOS MANAGEMENT PROGRAM (AMP)

- a. The AMP is to be used as a reference for all buildings operated, leased, or partially managed by IO, and it is intended to be a guideline for appropriate asbestos management incorporating all applicable regulatory requirements, best practices, and industry standards. The AMP now provides for an established protocol to manage building maintenance, alteration, repair, or other activities that may disturb Asbestos-Containing Material (ACM).

Appendix “D” – HEALTH & SAFETY REQUIREMENTS
Note: This Schedule forms part of the contract documents.

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- Under the Occupational Health and Safety Act (OHSA) of Ontario, an employer must prepare and review at least annually a written occupational health and safety policy and must develop and maintain a program to implement that policy [clause 25(2)(j)].
- This program(s) will vary, depending upon the hazards encountered in a particular workplace. A clear, concise policy statement should reflect management's commitment, support and attitude to the health and safety program(s) for the protection of workers. This statement should be signed by the employer and the highest level of management at the workplace, thus indicating employer and senior management commitment.
- The Bidders shall be responsible for all costs related to the preparation of their Bids and participation in the Bid Process. Under no circumstances shall BGIS, the Client or their respective representatives or agents be liable, in contract, tort, restitution or any other legal theory, to any Bidder for any claim, action, loss, damage, costs or liability whatsoever arising from the preparation of a Bid, the submission of a Bid, any act or omission by BGIS, including the rejection or evaluation of any or all of the Bids, any negotiations in respect to the Bids, or the selection of any Bidder.
- Without limiting the generality of the foregoing, BGIS, the Client and their respective representatives and agents shall not be liable to any Bidder for any claim, action, cost, loss, damage or liability whatsoever arising from or related to any information or advice or any errors or omissions that may be contained in the Bid Documents, errors or omissions arising from or in connection with a Bidder's use of Bidding/MERX or any type of electronic tendering system used by BGIS as part of the Bid Process or any data, materials or documents disclosed or provided to a Bidder pursuant to this Bid Process, or otherwise.

D1 Prior to commencement of the *Work*, the *Contractor* shall submit to the *Owner*:

1. Copies of all necessary health and safety permits, notifications and related health and safety documents as called for in the *Contract Specifications* and/or by any authority having jurisdiction at the *Place of the Work*;
2. Documentation of the *Contractor's* in-house safety-related programs;
3. A copy of the provincially prescribed "Notice of Project" and all necessary permits, notifications and related health and safety documents;
4. A Site-Specific Hazard Assessment,
5. A Site-Specific Safety Plan,
6. Copies of all Workplace Hazardous Materials Information System, Material Safety Data Sheet for controlled products to be brought onto or into the *Project* sites, or if unknown as at the commencement of the *Work*, prior to receiving such controlled products at the site(s).

D2 The *Contractor* shall participate in the *Owner-Contractor* start-up meeting prior to commencing the *Work* and fill out, sign, and comply with all related and relevant documents required by the *Owner*.

D3 The *Contractor* shall ensure that all prescribed posting requirements are posted on the site for all workers to view.

D4 The *Contractor* represents and warrants to the *Owner* that the *Contractor's* employees and *Subcontractors* are familiar and trained with the applicable health and safety legislation and if required by the *Owner*, shall provide proof of such instruction and training.

D5 The *Contractor* shall indemnify and save harmless *BGIS* and the *Owner*, together with their respective agents, officers, directors, employees, consultants, successors and assigns, from and against any and all safety infractions under health and safety legislation and regulations applicable to the *Place of the Work* with respect to matters within the *Contractor's* control, including the payment of all legal fees on a solicitor and client basis.

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D6 The *Contractor* shall ensure that its employees and *Subcontractors* comply with the foregoing conditions and any site-specific health and safety protocols and that all *Subcontractors* attend the *Contractor's* safety meetings and site inspections as required.

D7 During the construction, the *Contractor* shall submit the following to the *Owner*, without delay:

1. Copies of all reports or directions issued by provincial or municipal health and safety inspectors pertaining to the *Work*;
2. Copies of all site incident/accident reports issued pertaining to the *Work*;
3. Copies of all monthly health and safety inspections and meeting minutes.

D8 Site Specific Health and Safety Plans - Prior to commencement of any work or site access the *Contractor* must ensure all Health & Safety requirements are in place per the following:

- The *Contractor* has control of the workplace and personnel and are to ensure COVID-19 protocols are established, known, and followed by everyone on site. The *Contractor* is to include the minimum legislated Ministry of Labour COVID-19 requirements applicable at the *Place of the Work*.
- **The Canadian Construction Association (CCA)** has released COVID-19 – Standardized Protocols for All Canadian Construction Sites. The *Contractor* is to ensure the protocols outlined in the document are incorporated in Site Specific Safety Plans.
- The *Contractor* / *Constructor* are to ensure the protocols outlined in the CCA document are being incorporated into Site-Specific Safety Plans and will be audited to ensure all measures are taking place.
- Contractor will complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.
- Site Specific Safety Plans are to be updated on a regular basis as site conditions change.
- The *Contractor* is to include the minimum [MOL](#) standards found at the following link:

https://news.ontario.ca/mol/en/2020/03/ontario-stepping-up-measures-to-limit-the-spread-of-covid-19-on-construction-sites.html?utm_content=buffer89a9a&utm_medium=social&utm_source=linkedin.com&utm_campaign=buffer
- BGIS's Health & Safety Policy can be accessed on our website <https://www.bgis.com/ca/suppliers.htm>
- All Contractors must submit a Site-Specific Safety Plan for their projects prior to entering the site.

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