



THE CITY OF WINNIPEG

BID OPPORTUNITY NO. 860-2009

REQUEST FOR QUALIFICATIONS FOR THE DEMOLITION OF SMALL BUILDINGS

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PART B - SUBMISSION PROCEDURES

B1. PROJECT TITLE

B1.1 REQUEST FOR QUALIFICATIONS FOR THE DEMOLITION OF SMALL BUILDINGS

B2. INTENT OF QUALIFICATION

B2.1 The intent of this submission is to provide the City with sufficient information to qualify Bidders to perform demolition of small buildings from January 1, 2010 to December 31, 2012.

B2.2 Applicants wishing to be qualified shall complete this "Request for Qualifications" document.

B2.2.1 Additional pertinent information may be submitted to demonstrate qualifications more fully.

B2.3 All demolition projects are estimated to be under \$25,000 and will be issued to pre-qualified Bidders only. Only Bidders qualified under this Request for Qualifications will be invited to bid on projects from the pre-qualified Bidder's list.

B2.4 Qualification of Bidders, to bid on prospective Work, shall not be construed as a commitment by the City to award contracts to any Bidder or to pay any costs incurred by the Bidder in preparing a response or otherwise in relation to this statement.

B2.5 The City reserves the right to contact owners, owner's representatives and/or consultants that have been identified as well as the references provided in this statement of qualification.

B2.6 The Bidder is obligated to inform the City, in a timely manner, of any changes to key personnel, ownership, bonding capability, financial position, insurance or any other information which may affect its pre-qualified status with the City.

B3. SUBMISSION DEADLINE

B3.1 The Submission Deadline is 4:00 p.m., Winnipeg time, December 15, 2009.

B3.2 Qualification submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B3.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the Submission Deadline specified in B3.1.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B4.2 If the Applicant finds errors, discrepancies or omissions in the qualification opportunity, or is unsure of the meaning or intent of any provision therein, the Applicant shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the qualification opportunity will be provided by the Contract Administrator to all Applicants by issuing an addendum.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the qualification opportunity will be provided by the Contract Administrator only to the Applicant who made the enquiry.

B4.5 The Applicant shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. ADDENDA

B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the qualification opportunity, or clarifying the meaning or intent of any provision therein.

B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B5.2.1 Addenda will be available in Adobe Acrobat (pdf) format on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B5.2.2 The Applicant is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda shortly before submitting his Bid.

B5.3 The Applicant shall acknowledge receipt of each addendum in Paragraph 6 of Form A: Qualification Application. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. QUALIFICATION SUBMISSION

B6.1 The Qualification Submission consists of the following components:

- (a) Form A: Qualification Application;
- (b) Form B: Qualification Questionnaire;
- (c) Form J: Subcontractor List;
- (d) Form K: Equipment.

B6.2 All components of the Qualification Submission shall be fully completed or provided, and submitted by the Applicant no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Qualification Submission.

B6.3 The Qualification Submission shall be submitted enclosed and sealed in an envelope clearly marked with the qualification opportunity number and the Applicant's name and address.

B6.3.1 Samples or other components of the Qualification Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Applicant's name and address, and an indication that the contents are part of the Applicant's Qualification Submission.

B6.4 Bidders are advised not to include any information/literature except as requested in accordance with B6.1 and B2.2.1.

B6.5 Bidders are advised that inclusion of terms and conditions inconsistent with the Qualification Opportunity document, including the General Conditions, may result in the Qualification Submission being determined to be non-responsive.

B6.6 Qualification Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B6.7 Qualification Submissions shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B7. QUALIFICATION APPLICATION

- B7.1 The Applicant shall complete Form A: Qualification Application, making all required entries.
- B7.2 In Paragraph 3 of Form A: Qualification Application, the Applicant shall identify a contact person who is authorized to represent the Applicant for purposes of the Qualification.
- B7.3 Paragraph 7 of Form A: Qualification Application shall be signed in accordance with the following requirements:
- (a) if the Applicant is a sole proprietor carrying on business in his own name, it shall be signed by the Applicant;
 - (b) if the Applicant is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Applicant is a corporation, it shall be signed by its duly authorized officer or officers;
 - (d) if the Applicant is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B7.3.1 The name and official capacity of all individuals signing Form A: Qualification Application shall be printed below such signatures.
- B7.3.2 All signatures shall be original.
- B7.4 If a Qualification is submitted jointly by two or more persons, the word "Applicant" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Applicants in the Qualification Submission and the Contract, when awarded, shall be both joint and several.

B8. QUALIFICATION

- B8.1 The Applicant shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba; and
 - (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
 - (c) be financially capable of carrying out the terms of the Contract;
- B8.2 The Applicant and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>).
- B8.3 The Applicant and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and

- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program as required pursuant to The Workplace Safety and Health Act (Manitoba);

B8.4 Further to B8.3(c), the Applicant shall, within three (3) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Applicant/Subcontractors has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) a valid COR certification number under the Certificate of Recognition (COR) Program administered by the Manitoba Construction Safety Association or by the Manitoba Heavy Construction Association's Safety, Health and Environment Program; or
- (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt.>)

B8.5 The Applicant shall complete Form B: Qualification Questionnaire giving a list of previously completed work, similar in nature, scope and value to the Work, in sufficient detail to demonstrate the Applicant's qualification to undertake the Work.

B8.6 The Applicant should complete Form J: Subcontractor List and be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Applicant and of any proposed Subcontractor.

B8.7 The Applicant should complete Form K: Equipment and be prepared, on the request of the Contract Administrator, full access to any of the Applicant's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Applicant's equipment and facilities are adequate to perform the Work.

B9. QUALIFICATION EVALUATION

B9.1 Evaluation of Qualification Submissions shall be based on the following criteria:

- (a) Completeness of responses to stated requirements;
- (b) Qualifications of key individuals;
- (c) Demolition projects
- (d) References.

B9.2 Further to B9.1(a) the Award Authority may reject a Submission as being non-responsive if the Qualification Submission is incomplete, obscure, conditional, or contains other irregularities. The Award Authority may reject all or any part of any Submission, or waive technical requirements if the interests of the City so require.

B9.3 Further to B9.1(b) the Award Authority may reject the Qualification Submission as non-responsive if the key personnel identified in Clause 1 of the Qualification Questionnaire, do not have the minimum demolition experience pursuant to B8.

B9.4 Further to B9.1(c) the Award Authority shall reject any Qualification submitted by an Applicant who does not demonstrate, in his Qualification Submission or in other information required to be submitted, that he is responsible and qualified.

B9.5 Further to B9.1(d) the Award Authority may reject any Qualification submitted by an applicant whose references are of a continuously disapproving nature or whose work experience is not

consistent with the qualifications required to perform a variety of Work for Demolition of Small Buildings.

B9.6 The City may request clarification from Applicants to assist in making its evaluations.

B10. OPENING OF BIDS AND RELEASE OF INFORMATION

B10.1 Qualification Submissions will not be opened publicly.

B11. NOTIFICATION OF STATUS

B11.1 All applicants submitting this Qualification Application shall be notified in writing regarding the acceptability of their submission.

B11.2 The Request for Qualification does not commit the City to award any contracts or to defray any costs incurred in the preparation and submission of data pursuant to this request.

B11.3 The City reserves the right to re-issue this Request for Qualifications in the event that there are not enough pre-qualified bidders on the list. The pre-qualified Bidders already on the list will not have to re-submit.

B11.4 Bidder's that have been on the list in previous years do not have to re-submit, but will be required to supply submissions in accordance with D9 of this Qualification Opportunity.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. SCOPE OF WORK

- D1.1 The Work to be done under the Contract shall consist of the demolition of small buildings until December 31, 2012.
- D1.2 The Work shall be done on an "as required" basis during the term of the Contract.
- D1.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
- D1.2.2 The City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- D1.3 The City will have arranged to have the gas and hydro connections disconnected and meters removed by others.
- D1.4 If asbestos or other hazardous materials are encountered during the Work of the Contract, the pre-qualified Bidder/Contractor shall stop all Work and notify the Contract Administrator immediately. Removal of hazardous materials shall be dealt with by the City and the Contractor shall await further instructions by the Contract Administrator.
- D1.5 The City reserves the right to add or delete Bidders during the period stated in D1.1 in the best interest to the City.

D2. DEFINITIONS

- D2.1 When used in this Bid Opportunity:
- (a) "**Applicant**" means any person submitting this Qualification package for the purposes of Qualifying as a Bidder of Demolition of Small Buildings;
 - (b) "**Bidder**" means a Bidder who is pre-qualified to bid on the Work (part of the pre-qualified Bidder's list);
 - (c) "**Contract**" means the combined documents consisting of the agreement prepared and forwarded to the Contractor and all schedules thereto (consisting of the Bid Opportunity and any documents and Drawings referred to and incorporated therein) together with any submissions and required to be made by the Contractor after award, and all amendments to the foregoing;
 - (d) "**Contractor**" means the person agreed upon for the Work and any adjustments thereto which may be required or agreed to pursuant to the Contract.
 - (e) "**Subcontractor**" means a person contracting with the Contractor for the performance of a part or parts of the Work or for the furnishing of Plant or Material and includes a Subcontractor's subcontractor.

D3. HISTORY

- D3.1 To accomplish the scope of work indicated in this document the City has employed the following type of equipment:
- (a) track mounted backhoes such as John Deere Model 590, Case Model 9030B or Cat Model 322B;
 - (b) hydraulic "thumb" attachments with the buckets on the above type of equipment;
 - (c) concrete breaker attachments on track mounted backhoes;

- (d) various rubber tire tractors such as front end loaders with buckets, concrete breakers and backhoes as attachments;
- (e) hauling trucks such as tandems and tractor trailer;
- (f) equipment hauling trucks such as "low boy" tractor trailers.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Coleen Groening, C.P.P., C.P.M.
Contracts Officer
Main Floor, 185 King Street
Winnipeg, MB R3B 1J1

Telephone No. (204) 986-2491
Facsimile No. (204) 949-1178

D4.2 The Contract Administrator may identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D5. SUSPENSION AND REMOVAL FROM THE PRE-QUALIFIED BIDDERS LIST

D5.1 Suspension and/or removal from the Pre-qualified Bidders List may be made by the Contract Administrator, at his/her sole discretion, for any failure on the part of the Contractor to meet any of the obligations in the work resulting from this Request for Qualification.

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D7. WORKERS COMPENSATION

D7.1 The Pre-qualified Bidder shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D8. INSURANCE

D8.1 The Pre-qualified Bidder shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period;
- (b) automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until the date of Total Performance;

D8.2 Deductibles shall be borne by the Contractor.

- D8.3 Pre-qualified Bidders shall provide the Contract Administrator with a certificate of insurance of each policy, in a form satisfactory to the Contract Administrator no later than seven (7) Calendar Days from notification by the Contract Administrator. The said insurance shall be in place with the City, at all times during the period stated in B2.1.
- D8.3.1 The certificate of insurance for the commercial general liability insurance must clearly state "operations to include demolition work".
- D8.4 The Pre-qualified Bidder shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

SCHEDULE OF WORK

D9. COMMENCEMENT

- D9.1 The Bidder/Contractor shall not be placed on the Pre-qualified Bidders List or commence any Work that results from this Request for Qualifications until:
- (a) the Contract Administrator has confirmed receipt and approval of:
- (i) evidence that the Contractor is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
 - (ii) evidence of the workers compensation coverage specified in D7;
 - (iii) evidence of the Workplace Safety and Health Program specified in B8.4; and
 - (iv) evidence of the insurance specified in D8.