



# Request for Proposal (RFP)

RFP 2026-37

Nipissing District Housing Corporation  
- Siding Supply: 555 McNamara St. North Bay

Date issued:	11-May-2026
Question Deadline:	22-May-2026
Closing Date and Time:	01-June-2026



**TABLE OF CONTENTS**

Contents

**PART 1 – INTRODUCTION .....3**

**PART 2 – PROJECT OVERVIEW .....4**

**PART 3 – EVALUATION OF PROPOSALS.....6**

**APPENDIX A - SPECIFICATIONS / SCOPE OF WORK..... 10**

**APPENDIX B – MANDATORY REQUIREMENTS ..... 30**

**FORM 1: PROPONENTS DECLARATION ..... 30**

**FORM 2 – MANDATORY REQUIREMENTS ..... 32**

**FORM 3 – PARTICIPATING ENTITIES ..... 33**

**FORM 4 - EXPERIENCE SUBMISSION FORM ..... 34**

**FORM 5 – PROPOSAL SUBMISSION FORM..... 35**

**APPENDIX C – FINANCIAL SUBMISSION ..... 36**

**APPENDIX D – REFERENCE FORM..... 38**

**APPENDIX E – TERMS AND CONDITIONS ..... 39**

## PART 1 – INTRODUCTION

### 1.1 Invitation to Proponents

This Request for Proposal (RFP) is an invitation by the Nipissing District Housing Corporation (NDHC) to prospective Proponents to submit a Proposal and Quote for unit Siding Installation.

The NDHC is requesting Proposals from Proponents who are both interested and capable of providing vinyl siding repair and replacement services. The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the Request for Proposal (RFP). The NDHC is requesting Proponents submit a solution for all labour, materials, transportation and equipment to perform this work on our properties throughout the District.

The specific property location for this RFP is **555 McNamara St.**, North Bay ON P1B 9J6. Please note Proponents are to own, lease or rent an office located within 150km of the Property Location in order to qualify to have your submission reviewed.

#### Organizational Background

The Nipissing District Housing Corporation (NDHC) manages over 918 rent-geared-to-income and market rental units within the District of Nipissing. Its mandate is to provide safe and affordable housing to those who need it the most, as well as support healthy, secure communities for its tenants. The District of Nipissing Social Services Administration Board (DNSSAB) is the Corporation's sole shareholder as well as the Service Manager. In this role, the DNSSAB provides the local housing corporation with sufficient funding to maintain the housing stock in good condition and make it available to eligible households. The District of Nipissing covers 17,000 square kilometers and is comprised of approximately 86,000 residents.

### 1.2 General Acceptance

Submission of a Proposal indicates acceptance by the respondent of all the conditions contained in this RFP, including [Appendix E – Terms & Conditions of RFP](#), unless clearly and specifically noted in the Application submitted and further confirmed in the formal Contract between the NDHC and the Proponent.

Submissions are subject to a formal Contract being negotiated, prepared and executed. The NDHC reserves the right to negotiate the terms and conditions of the Contract.

### 1.3 RFP Contact

For the purposes of this procurement process, the Procurement Representative shall be:

**Chris Cairns, MBA**  
Procurement Representative  
Contract and Purchasing Specialist  
District of Nipissing Social Services Administration Board  
Email: [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca)

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

The NDHC makes no representation, warranty, or guarantee regarding the accuracy of the information contained in this RFP. The Proponent is responsible for obtaining all the information necessary to prepare a Proposal.



The NDHC makes no guarantee as to the value or the volume of the Scope/Deliverables. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in this RFP.

Any future contract entered with the selected Proponent will be non-exclusive as NDHC will retain the right to hire another, or take the work internally, if it so needed to, without penalty or liability to the successful proponent.

### **1.5 Canadian Free Trade Agreement (CFTA)**

Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of this RFP. For further reference, please see the Internal Trade Secretariat website at <https://www.cfta-alec.ca/>

### **1.6 Follow Instructions**

Proponents should structure their Application and Proposal in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the appropriate sections, section numbers and titles within this RFP.

## **PART 2 – PROJECT OVERVIEW**

### **2.1 Introduction & Appendices**

The NDHC is requesting a Proposal for all labour, materials, transportation and equipment to replace and install new vinyl siding, new eaves troughs, new canopies, and new privacy fencing on a complete row of units. The job will be broken down into 4 components, and a bid price given for each component. The components are: vinyl siding, eaves troughs, canopies and privacy fencing. (plywood replacement, insulation replacement, other?)

NDHC is asking proponents to take note of the Appendices included in this document, including:

- a) [Appendix A](#) – Specifications and Scope of Work
- c) [Appendix B](#) – Application Submission: Mandatory Requirements, Experience & Evaluation Submission
- d) [Appendix C](#) – Pricing Form
- e) [Appendix D](#) – Reference Form
- f) [Appendix E](#) – RFP Terms and Conditions

### **2.2 Workplace Expectations**

Prior to beginning any work, the contractor must submit to NDHC their employee's "Working at Heights Certificates" (where working at heights may be required) for all persons that will be doing the work contained in the Scope of Work.

Contractors will rope off the area surrounding the repairs, and clearly mark with visible signs indicating that work is taking place. The Contractor will be responsible to ensure that the site is left in a safe condition to protect the residents and the public at all times. This may include barricade and fencing at the discretion of the Contractor.

The Contractor will coordinate the work with NDHC, so proper tenant notification can be provided to residents of the building.



Contractors will make any and all areas affected by the work weather tight between removal and installation of the siding. The contractor may be held responsible for any damage or leaks should the contractor have left the area being worked on unprotected at the end of the work day.

Work will follow Ontario Building Code Requirements at a minimum. The scope can exceed the minimum requirement if written to do so in the scope as the owner may wish to get a higher quality of materials and services.

### **2.3 Insurance Requirements**

The Nipissing District Housing Corporation requires the Bidder to have General Liability Insurance of a minimum of \$5,000,000.00 dollars and shall include the Nipissing District Housing Corporation as an additional insured. Bidders should review the requirement with their insurance provider to ensure the requirement can be met before submitting their bid. It is the responsibility of the Bidder that they maintain and provide current insurance certificates for the duration of the contract. Failure to provide this documentation can lead to termination of the contract.

Should the Bidder subcontract all or a portion of the contract to a subcontractor, then the Bidder will provide a copy of the subcontractor's insurance and ensure that the requirements mentioned above for the insurance amount are followed.

The Successful Bidder shall not commence work until such time as the proof of insurance has been filed and approved by the NDHC.

The Nipissing District Housing Corporation cannot issue any contract for this RFP until the above documentation has been received.

### **2.4 Workplace Safety Insurance Board (WSIB)**

The Bidder will provide NDHC with a current Clearance Certificate from the Workplace Safety & Insurance Board. It is the responsibility of the Proponent that they maintain and provide current WSIB clearance certificates for the duration of the contract. Failure to provide this documentation can lead to termination of the contract.

Should the Proponent subcontract all or a portion of the contract to a subcontractor, then the Bidder will provide a copy of the subcontractor's current WSIB Clearance Certificate to NDHC and ensure it is up to date for the duration of the contract.

The Nipissing District Housing Corporation cannot issue any contract for this RFP, until the above documentation has been received.

### **2.5 Building Permits**

Should a building permit be required the Contractor will be responsible to obtain the building permit. Contractor will submit a copy of this permit to NDHC via email, prior to starting the work. The contractor will ensure that the price for the permit has been incorporated in their bid price.

### **2.6 Locations and Property Description**

555 McNamara St. North Bay ON, P1B 9J6

Built in 1986, this 50-unit site know as Maplecrest 1, hosts 12 two-bedroom units and 38 three-bedroom units most of which being two story townhouses. The property is broken down into 7 buildings we refer to as blocks (A Block-G



Block). The blocks vary in size due to the different sized and designed (accessible) units. Additional photos of the property, including all 7 buildings (A Block to G Block) are included within the Scope of Work.

**2.7 Mandatory Site Visit**

Bidders must attend a mandatory site meeting scheduled for **21-May-2026 at 2:00pm** at 555 McNamara St., North Bay. Bidders can examine site conditions, review the documents' terms, conditions, and specifications and ascertain the work involved. Bidders are encouraged to bring their materials, such as a camera, measuring tape, notepaper and any other materials, to the site to examine conditions.

**PART 3 – EVALUATION OF PROPOSALS**

**3.1 Timetable**

The RFP timetable is set forth to establish submission and response timelines. The NDHC reserves the right to change the timetable at any time.

ITEM	DATE	TIME
Issue Date	11-May-2026	4:00pm
<b>Mandatory Site Visit</b>	<b>21-May-2026</b>	<b>2:00pm</b>
Deadline for Questions	22-May-2026	1:00pm
Deadline for Issuing Addenda	27-May-2026	4:00pm
Closing Date	01-June-2026	1:00pm

**3.2 Timeline Submission Instructions**

Proposals received into [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca) at or after 1:01 p.m. on the closing date will not be accepted. Proponents are cautioned that the timing of their submission is based on when the Proposal is received rather than when a Proponent submits it, as transmission can be delayed due to file transfer size, transmission speed or other technical factors.

**3.3 No Incorporation by Reference**

The entire content of the Proponent’s RFP must be submitted in a fixed form and the order and manner requested. The content of websites or references to external documents and links will not be considered part of the RFP.

**3.4 Confirmation of Submission**

The Procurement Representative will send a confirmation e-mail to the Proponent advising the Proposal was submitted successfully. If a Proponent does not receive a confirmation e-mail, they should contact the Procurement Representative within two (2) business days of RFP deadline. The Proponent assumes full responsibility for receipt of the RFP by the deadline.



### **3.5 Amendment of Proposals**

Proponents may amend their Proposals prior to the Submission Deadline by submitting the amendment in electronic format, by e-mail to the NDHC Procurement Representative. The submission must clearly indicate the RFP title and number and full legal name of the Proponent. Any amendment should clearly indicate which part of the RFP the amendment is intended to affect.

### **3.6 Withdrawal of Proposals**

At any time throughout the RFP process, a Proponent may withdraw a submitted Proposal. To affect a withdrawal, a notice of withdrawal must be sent to the NDHC Procurement Representative and must be signed by an authorized representative. NDHC is under no obligation to return withdrawn Proposals.

### **3.7 Questions**

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by e-mailing the Procurement Representative at [dnssab.contracts@dnssab.com](mailto:dnssab.contracts@dnssab.com) on or before the Deadline for Questions. Under no circumstance is a Proponent to direct questions or request additional information from anyone other than the Procurement Representative. NDHC is not obligated to respond to questions and/or provide additional information, however best efforts will be made to respond, and such responses shall be made public and available to all Proponents as an Addendum.

### **3.8 Addenda**

NDHC may issue Addenda during the procurement process until or after the deadline for issuing Addenda has passed. Proponents are responsible for obtaining all Addenda issued by NDHC through either [www.dnssab.ca](http://www.dnssab.ca) or through [www.bidsandtenders.com](http://www.bidsandtenders.com). If Addenda is issued after the deadline date, the closing date may be adjusted accordingly.

### **3.9 Stages of Proposal Evaluation**

The NDHC will conduct the evaluation of Proposals and selection of the most qualified Proponent in the following stages described in further detail below:

- (a) Stage 1 – Mandatory Requirements
- (b) Stage 2 – Experience Submission Form
- (c) Stage 3 – Evaluation Submission
- (d) Stage 4 – Evaluation of Pricing
- (e) Stage 5 – References
- (f) Stage 6 – Selection and Final Negotiation

#### **Stage 1 - Mandatory Requirements**

Stage 1 will consist of a review to determine which Proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration. Proposals satisfying the mandatory requirements will proceed to Stage 2.

Mandatory Requirements are entirely based on submission of the Mandatory Submission Form(s), which are located in [Appendix B](#). Other than inserting the information requested on the mandatory submission forms set out in this RFP, a Proponent may not make any changes to any of the forms.



### **Stage 2 – Experience Submission Form**

For Stage 2, each Proponent must complete an Experience Submission Form. Further detail can be found in [Appendix B](#). The RFP must be signed by an authorized representative of the Proponent.

### **Stage 3 – Evaluation Submission**

For Stage 3, each Proponent must complete the Evaluation Submission Form. Further detail can be found in [Appendix B](#). The RFP must be signed by an authorized representative of the Proponent.

### **Stage 4 – Evaluation of Pricing**

For Stage 4, each Proponent must complete the Pricing Form located in [Appendix C](#) and include it with their financial submission. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian dollars, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST.

### **Stage 5 - References**

Each Proponent must complete the Reference Form [Appendix D](#) and include it with its submitted RFP. Reference follow-up may be conducted with all shortlisted Proponents.

### **Other Mandatory Requirements**

Each RFP must:

- a) Be in English
- b) Be for the entire Scope of Work as described in [Appendix A](#) of this RFP. Incomplete Proposals or Proposals for only part of the Scope of Work may be disqualified.

### **Evaluation Criteria**

Stage 1 will consist of a scoring by NDHC of each qualified RFP on the basis of a **(pass/fail)**. Stages 2-4 will consist of scoring by NDHC of each qualified RFP and the pricing evaluated in accordance with [Appendix C](#).

- Mandatory Requirements (pass/fail)
- Experience Submission Form (20 points)
- Evaluation Submission (40 points)
- Pricing (40 points)

### **3.10 Proposals to be submitted in Prescribed Manner**

Proponents should submit one (1) signed original copy for each of the Mandatory Requirements Form (including Experience Review, Evaluation Submission, References) and one (1) for the Financial Proposal, in separate files for each. Proposals to be submitted to [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca).

- a) The Mandatory Requirements submission, Experience submission and Evaluation Submission should be saved to a MS Word or .PDF file, indicating the Proponents name and address, and saved as: **“2026-37 NDHC 555 McNamara Siding Supply Proposal Form”**. Please reference [Appendix B](#).
- b) The Financial Proposal (Financial) should be submitted as a separate file saved to a MS Word or .PDF or EXCEL file, indicating the Proponent’s name and address, and saved as: **“2026-37 NDHC 555 McNamara Sliding Supply Financial Submission”**. Please reference [Appendix C](#).



### **3.12 Selection and Final Negotiation**

Once the RFP's submitted have been evaluated as per Stages 1 through 5, a successful Proponent may be selected to enter into direct negotiations.

During the negotiation, NDHC may provide the successful Proponent with any additional information and may seek further information and Proposal improvements. After the negotiation, the successful Proponent may be invited to revise its initial RFP and re-submit to the NDHC.

**End of Part 3**



## APPENDIX A - SPECIFICATIONS / SCOPE OF WORK

### APPENDIX A – SPECIFICATIONS / SCOPE OF WORK

To provide all labour, materials, equipment, supervision, coordination, and disposal necessary to remove the existing exterior siding and complete the installation of new vinyl siding, trims, flashings, accessories, and all incidental work required for a complete installation at 555 McNamara St., North Bay Ontario.

Prior to beginning any work, the Contractor must submit Working at Heights Certificates for all persons who will be performing work at heights on this project, along with proof of current WSIB coverage and Commercial General Liability Insurance acceptable to NDHC. The Contractor shall ensure that such WSIB coverage and insurance remain in effect for the full duration of the contract.

Where scaffolds, pump jacks, swing stages, and/or aerial lifts are used, the Contractor shall ensure that only trained and competent persons use such equipment and shall provide proof of training upon request.

The contractor shall verify all field measurements, wall conditions, penetrations, openings, transitions, and affected adjacent work prior to ordering materials and prior to commencing the work.

The Contractor shall rope off and protect the work area below and around the building and clearly mark the area with visible signs indicating that work is taking place. The Contractor will be responsible to ensure that the site is left in a safe condition to protect residents and the public at all times. This may include barricades, fencing, caution tape, debris protection, and signage at the discretion of the Contractor. At no time shall ladders or other unsecured access equipment be left in place against the building overnight or when not in active use.

The Contractor will coordinate the work with NDHC, so proper tenant notification can be provided to residents of the building.

The Contractor shall make any and all wall areas affected by the work weather-tight between removal and installation of the new wall system. The Contractor may be held responsible for any damage resulting from failure to properly protect the building envelope at the end of each workday.

All work shall be carried out in accordance with applicable Ontario Building Code requirements, manufacturer's written instructions, and accepted trade practice. Where the scope of work exceeds minimum requirements, the Contractor shall comply with the scope as written.

The successful proponent will be responsible for acquiring and closing out all required municipal permits for the work conducted. Note: Different municipalities have different permit requirements.

Unless specifically stated otherwise elsewhere in the tender documents, replacement of soffit, fascia, eavestrough, and downspouts is not included as new work under this section; however, temporary removal and reinstallation of such items as required to complete the siding work shall be included.

Siding profile, colour, and finish shall be as selected by NDHC from the Mitten siding product range. All bids shall be based on the use of Mitten siding.

Scope of work will include the following:

- Remove and dispose of all existing siding in the designated work areas.
- Remove and dispose of all associated existing siding accessories in the designated work areas, including but not limited to starter strips, corner posts, J-trims, utility trims, finish trims, mounting blocks, and other related components.



- Remove and dispose of any loose, damaged, or deteriorated flashings, trims, and weather barrier materials encountered in the designated work areas.
- Remove, protect, and reinstall all fixtures and appurtenances required to complete the siding work, including but not limited to exterior light fixtures, address numbers, vents, exhaust hoods, electrical boxes, conduits, service penetrations, hose bibs, downspouts, and similar items.
- Coordinate any disconnecting and reconnecting work requiring licensed trades (including internet, gas, and hydro infrastructure and meters).
- Remove and dispose of any soft, rotten, water-damaged, loose, or otherwise deteriorated wood sheathing, wood trim, wood blocking, or wood strapping authorized by NDHC.
- Supply and install new sheathing, blocking, trim, or strapping where required and authorized by NDHC. A separate price shall be provided on the bid sheet for such replacement work where requested.
- Supply and install new flashings at windows, doors, corners, wall penetrations, and wall-to-roof or wall-to-wall transitions as required for a complete and weather-tight installation.
- Supply and install new insulation board, fanfold insulation, or other approved insulation product where specified in the tender documents or where the separate price is accepted by NDHC.
- Supply and install strapping, furring, shims, or other substrate penetration materials as required to provide a smooth, solid, plumb, and level base for the new siding installation.
- Supply and install new starter strips, corner posts, J-channels, undersill trims, finish trims, utility trims, mounting blocks, and all other siding accessories required for a complete installation.
- Supply and install new vinyl siding on all designated wall areas.
- Reinstall all removed fixtures and appurtenances neatly and securely upon completion of the siding installation.
- Clean the surrounding grounds daily from construction debris and leave the site in a clean and safe condition.

### **Inspection Requirements**

Once the existing siding, trims, and any underlying materials required for access have been removed from a wall area, an inspection must be completed by the Contractor before that area is covered with new materials.

The inspection shall include, at a minimum, the following:

- Condition of wall sheathing
- Condition of exposed framing, blocking, and wood trim
- Condition of existing weather-resistant barrier
- Evidence of water damage, straining, mould, or deterioration
- Condition around windows and doors
- Condition of wall penetrations and mounting locations
- Any out-of-plane wall areas that may affect the finished appearance of the siding
- Any concealed conditions that may require extra work

Please note that pictures are required of any damaged sheathing, trim, blocking, framing, penetrations, flashings, or other concealed deficiencies requiring replacement or additional work.

Any replacement of concealed damaged materials shall be treated as an extra to the contract at the rates provided on the Contractor's bid sheet, where applicable. No such extra work shall proceed without written authorization from the NDHC representative. Please ensure you have received authorization by email from the NDHC representative prior to proceeding with any extra work.



Where gas lines, venting, or other service penetrations are exposed during the work, the Contractor shall visually inspect for obvious deficiencies, damage, or non-compliant concealed conditions and shall immediately report any such findings to NDHC. No repair or modification to such systems shall proceed except by the appropriate licensed trade and with NDHC authorization.

### **Preparation of Wall Surfaces**

All wall surfaces shall be properly prepared to receive the new siding system.

Preparation shall include:

- Removal of loose fasteners, protrusions, debris, and incompatible materials
- Re-nailing or securing loose existing wood components where required
- Replacement of damaged materials where authorized
- Shimming or strapping to correct uneven wall surfaces
- Ensuring that the substrate is smooth, solid, dry, plumb, and suitable for the new siding installation

The finished wall preparation shall provide a straight and even surface so the completed siding installation does not appear wavy, buckled, distorted, or out of line.

### **Installation of Weather-Resistant Barrier and Flashing**

Before installation of siding, the Contractor shall ensure that the wall assembly is properly protected with weather-resistant barrier and flashing in all required areas.

The Contractor shall:

- Install or replace weather-resistant barrier where required
- Integrate flashings with the weather-resistant barrier in shingle fashion to direct water to the exterior
- Flash windows, doors, corners, penetrations, and wall intersections as required
- Ensure that all tears, punctures, and damaged areas in the weather-resistant barrier are repaired before covering
- Ensure that sealant is not used as a substitute for proper flashing

Photos must be provided of representative completed areas of weather-resistant barrier and flashing, including around openings and penetrations, prior to covering with siding.

### **Installation of Insulation**

Should the installation of insulation be awarded, the Contractor shall install the insulation prior to installing the siding, and in the sequence required by the manufacturer of the siding and insulation products being used.

Insulation shall:

- be installed continuously over the designated wall areas unless otherwise required by the system
- fit neatly around windows, doors, corners, and penetrations
- be kept tight, even, and properly secured
- be installed in a manner that does not interfere with flashing, drainage, fastening, or the normal movement of the siding



- follow the manufacturer’s written instructions in all respects

The price for insulation, if treated as an optional item, shall be shown separately on the Contractor’s bid sheet as requested in the tender documents. Pictures of the insulation installation must be provided prior to proceeding with the siding installation.

### **Installation of Strapping/Furring**

Where required by the wall condition, insulation assembly, or manufacturer’s instructions, the Contractor shall install strapping, furring, and/or shims to provide a straight and secure nailing base.

Strapping/furring shall be installed in the direction and spacing required by the siding manufacturer and shall be fastened securely to the wall assembly.

Low spots shall be shimmed as required so that the completed siding installation is straight and true.

### **Installation of Starter Strip and Accessories**

A straight and level reference line shall be established to guide the positioning of the starter strip and the first course of siding.

Starter strips shall be installed level and securely fastened to avoid a wavy finished appearance.

Corner posts, J-channels, undersill trims, finish trims, and other accessories shall be installed straight, plumb, and true.

Accessory pieces shall be installed with the clearances required by the manufacturer to allow for normal expansion and contraction.

### **Installation of Vinyl Siding**

Vinyl siding shall be installed plumb, level, straight, and true in accordance with the manufacturer’s written instructions.

- use only compatible siding, trims, and accessories suitable for the installation
- use corrosion-resistant fasteners of sufficient length to penetrate a solid nailing base
- install fasteners in the center of the nailing slots unless otherwise specifically required by the manufacturer
- avoid driving fasteners tight
- allow the siding and accessories to move freely for normal expansion and contraction
- ensure the starter course is properly locked into the starter strip
- ensure each course is properly engaged and locked
- maintain neat, consistent, and visually acceptable laps and joints
- keep all panels aligned and free from buckling, bowing, waviness, and distortion
- ensure all cut edges are neat and properly terminated in the correct trim accessory
- use undersill trim, utility trim, and finish trim where required for a complete and proper installation

Face nailing shall be avoided unless absolutely necessary and specifically permitted by the manufacturer’s written instructions. Where unavoidable, such fastening shall be kept to a minimum and finished neatly.



### **Windows, Doors, Corners, Transitions, and Penetrations**

All windows, doors, corners, vents, electrical boxes, hose bibs, service penetrations, and similar items shall be detailed in a neat and weather-tight manner.

The Contractor shall provide and install all required trims, flashings, mounting blocks, utility blocks, and sealants required for a complete installation.

Particular care shall be taken at:

- window heads, jambs, and sills
- door heads and jambs
- inside and outside corners
- dryer vents and exhaust terminations
- light fixture mounting locations
- hose bibs
- electrical service penetrations
- transitions between siding and masonry, roofing, soffit, fascia, or other cladding systems

### **Reinstallation of Fixtures and Appurtenances**

Any fixtures or items removed to complete the work shall be reinstalled in a neat, secure, and fully functional manner upon completion of the siding installation.

The Contractor shall ensure that all reinstalled items are properly flashed, mounted, and sealed as required.

### **Cleaning and Grounds Restoration**

The Contractor will be responsible to restore any grounds or building items affected by the work to their original condition and to the acceptance of NDHC.

The Contractor shall:

- clean the surrounding grounds daily from construction debris
- remove nails, sharp objects, cutoffs, packaging, and waste materials from the site
- keep entrances, walkways, lawns, and parking areas clean and safe
- protect landscaping and adjacent surfaces from damage
- repair any damage caused by the work at the Contractor's expense

### **Waste/Garbage**

All removals and disposals of all materials will be the responsibility of the Contractor. All waste will be disposed of offsite. Contractors will not have access to garbage bins on site, as building waste bins are for household waste only.

### **Warranties**

As part of the scope of work, the successful Bidder/Contractor shall warranty their workmanship for a minimum period of two (2) years and provide a letter or certificate stating such.



This must be provided with the final invoice, or prior to submission of the final invoice. The final invoice will not be processed without this documentation.

The warranty period for the work shall commence upon correction of all deficiencies and final acceptance of the work.

The Contractor must also provide the manufacturer's warranty information for the siding, trims, and accessories supplied for the project.

Please note: If deficiencies are reported after the installation date and it is determined that current code requirements, manufacturer's written instructions, or this scope of work were not followed at the time of installation, then all costs to correct such deficiencies will be the responsibility of the Contractor, even if such deficiencies are identified after the stated warranty period.

Failure to comply may result in disqualification from future work with NDHC.

### **Hours of Work**

All work shall be carried out between the hours of 7:30 am to 5:00 pm weekdays (holidays exempt). Any work outside of these hours must be approved by NDHC prior to commencing the work.

### **Contractor Invoices**

Invoices will be submitted only when all required documentation has been provided, including:

- required progress and deficiency photos
- written approvals for extra work
- warranty documentation
- permit and inspection documentation, if applicable
- any other required closeout documents identified in the tender



**A BLOCK:**







**B BLOCK:**







**C BLOCK:**







**D BLOCK:**







**E BLOCK:**







**F BLOCK:**







**G BLOCK:**







## APPENDIX B – MANDATORY REQUIREMENTS

### FORM 1: PROPONENTS DECLARATION

#### Proponent's Information

Proponent must provide all requested information below; if any information is not provided, the RFP may be disqualified at NDHC's sole discretion.

Company Name:

Company Address:

Company's Contact Person:

Contact Email

Contact Phone

#### Acknowledgment of Addendums

We acknowledge receipt of \_\_\_\_\_ addendums and agree that the addendum/addenda form part of the RFP. I am aware that failure to acknowledge the correct amount of Addendum(s) may result in the disqualification of my RFP at NDHC's sole discretion.

#### Proponent's Declaration

Please initial beside each statement with which you agree. For NDHC's purpose, only those Proponents who have accepted (initialed) each statement of the Proponent's Declaration will be considered; failure to agree to any statement may disqualify your RFP at NDHC's sole discretion.

I/WE have reviewed all documents associated with this RFP and agree to all its terms and conditions.

I/WE declare that the RFP submitted has been made entirely in accordance with the terms and conditions outlined in the RFP.

I/WE declare that this RFP is the only RFP submitted by us and that no other RFP was submitted, by us, using a different name, subsidiary, or by any other means.

I/WE declare that this RFP offers a single Solution (per entire Scope of Work) and does not contain multiple Solutions and/or Pricing strategies based on distinct acceptance periods or conditions.

I/WE declare that this RFP was submitted by a Proponent (and all Participating Entities) who is not an Opposing Party in legal action against the NDHC.

I/WE declare that this RFP is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Proponent, Company, firm or persons making a submission and is in all respects fair and without collusion for fraud.

I/WE declare that the Proponent's Company empowers the undersigned to negotiate all matters with NDHC's representatives relative to this RFP and any future Contract, and the person named below has the authority to submit this RFP on behalf of the Proponent's Company.

I/WE declare that no persons associated with the RFP have initiated communication about this RFP after it was issued and before the Closing Date or before one or more Contracts are entered in respect of the Scope of Work, which is its subject, with any member of NDHC's Personnel and/or the media.

I/WE declare that no person associated with the RFP has been convicted of a criminal offence, including but not limited to fraud or theft.



I/WE declare that no person associated with the RFP has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations, including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, NDHC's employees, and/or the general public.

I/WE declare that no person associated with the RFP has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

I/WE declare that if any future Contract is to be negotiated with NDHC regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

I/WE, including Non-Resident Proponent, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws that in any way pertain to the Scope of Work outlined in this RFP or to the employee of the Proponent.

I/We, including Non-Resident Proponent, shall charge applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the Goods and/or Services completed in the Solution will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all work shall comply with the Act's regulations.

I/WE agree to hold NDHC safe and harmless from any property damage; or claims by individuals or third parties, including any legal costs incurred by NDHC in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services.

**DECLARATION OF A CONFLICT OF INTEREST** *(if applicable, provide details below)*

**DECLARATION OF A JOINT SUBMISSION** *(if applicable, provide details below)*

**Completed by:**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

***I HAVE THE AUTHORITY TO BIND THE CORPORATION***



## FORM 2 – MANDATORY REQUIREMENTS

Proponents must submit the following document(s) with this form. Failure to provide the required documentation will result in disqualification, and your RFP will receive no further consideration at NDHC's sole discretion.

**YES**    **NO**

    I/WE have submitted a copy of a current Business License or Letters of Incorporation.

    I/WE have submitted verification of Commercial General Liability Insurance coverage of at least \$5,000,000.00 per occurrence.

    I/WE have submitted a copy of a current Clearance Certificate from Workplace & Safety Insurance Board (WSIB).

    I/WE will submit current "Working at Heights" certificates to NDHC prior to beginning any work.

    I/WE will, as required, obtain all necessary Building Permits prior to beginning any work. Building Permits are at the cost of the proponent. Please ensure this cost is built into your proposed price.

    Proponent must be located within 150km of property location.

**Completed by:**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

*I HAVE THE AUTHORITY TO BIND THE CORPORATION*



## FORM 3 – PARTICIPATING ENTITIES

Participating Entity agreements made by the Proponent will not release the Proponent from any obligation to NDHC concerning the performance of its obligations under the Contract. NDHC will not be responsible for payment to the Proponent's Participating Entities if the Proponent defaults on its responsibilities. The Proponent is responsible for communicating this information to its Participating Entities.

**List of Subcontractors**

Please initial beside the statement which best describes how subcontractors are associated with your Quote:

<input type="checkbox"/>	<b>YES</b> , subcontractors are involved with this quote.
<input type="checkbox"/>	<b>NO</b> , subcontractors are not involved with this quote, and proponent will conduct all work themselves.

**If YES above**, provide a list of all subcontractors and details about their role using the table below:

Company	Address	Contact Person	Which Project Requirement Duty or Task	% of Workload (Project Requirement – Duty or Task)

**Completed by:**

\_\_\_\_\_

\_\_\_\_\_

Company

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

Name

Title

*I HAVE THE AUTHORITY TO BIND THE CORPORATION*



## FORM 4 - EXPERIENCE SUBMISSION FORM

### Experience and Qualifications

#### (a) Company Overview:

Provide a description of your organization including the following details:

- Number of years in business
- Legal Structure of the contractor: Corporation / Sole Proprietor / Partnership / Other
- Total number of employees in your company

#### (b) Previous Experience with Similar Projects:

Provide information on at least three contracts of similar scope in this class of work that were undertaken in the last five (5) years. Details must include:

- A description of the nature of the services that were provided
- A date when the work was undertaken
- Size of project
- Length of time spent on project
- Describe any challenges that occurred during the project, including how they were resolved, timeline of the resolution, and any impact to the client



## FORM 5 – PROPOSAL SUBMISSION FORM

### Work Plan/Timetable

- (a) Please outline how your company possess the necessary knowledge, skill and experience to replace and provide new Vinyl Siding; ensure to include any relevant documentation that will support your response.
- (b) Provide a detailed timetable outlining your work plan to address the specific deliverables and requirements identified. Explain your strategy on how you will sustain and prevent delays to the timelines provided to meet the required goals and objectives. All work must be completed prior to **01-September-2026**.
- (c) State how well your organization’s core work aligns with the scope of the deliverables. Highlight any unique aspects that set your organization apart from competitors.
- (d) Please confirm, with specific details, if your Solution can be considered environmentally responsible; please feel free to incorporate visuals/screenshots of your solution (i.e., signs).
- (e) Explain briefly how your firm's capacity and resources line up with the project requirements.
- (f) Please confirm, with specific details, any value-added components of your Solution, creative opportunities for cost savings, or innovative goods and/or services within your Solution that would benefit NDHC; please feel free to incorporate visuals/screenshots of your solution.



## APPENDIX C – FINANCIAL SUBMISSION

### Total Contract Price

Unless expressly agreed in writing by NDHC, the Total Contract Price furnished hereunder by the Bidder shall be considered the **final and complete payment amount** for any costs or charges necessary for the Bidder to complete the Project hereunder and shall include, but not limited to, the following costs and charges for:

- All labour, Goods, materials, Services, supplies, light, power, water and other incidentals.
- The use of tools and equipment, whether owned or rented.
- Any protective and safety provisions, site signs and conveniences,
- cranes, scaffolding and shoring, freight costs, material handling and storing
- Insurance costs
- Permits and inspection costs.
- Workers' compensation and all other applicable labour compensation charges.
- Providing water, utility and sewer connections.
- Preparing and submitting such drawings as may be required.
- Warranty and maintenance requirements.
- Applying for, obtaining, and paying all fees or charges for any permit and/or licence.
- Inspection fees or charges for inspections.
- All applicable taxes and all other associated charges.
- All services and incidentals, whether shown or specified or required by good practice.

### Taxes

All prices shall be quoted exclusive of Goods and Services Tax, Provincial Sales Tax, Harmonized Tax, or other applicable sales or value-added taxes imposed under the laws of Ontario and the laws of Canada applicable therein, and NDHC may adjust any price quoted contrary to this requirement. Bidders shall expressly disclose any other applicable sales, customs or excise tax or duty, including a levy or duty imposed as a special import measure to which any work or supply of Goods and Services or materials may be subject.

### Pricing Obligations

Each Bidder is required to treat NDHC in the utmost good faith regarding the submission of its Quote. Each Bidder must be prepared to treat NDHC as a favored customer so that the total Contract Price offered shall be no less favorable than the corresponding price offered by the Bidder to any other Customer and the bundle of Goods and Services offered by the Bidder shall be at least as complete as that offered to any other Customer of the Bidder at the same price within the 30 Business Day period immediately preceding and following the date of the submission of the Quote; and where during the course of any contract awarded to the Bidder, the price for any Goods or Services to which this RFP relates is lowered below the factor or unit price incorporated into the Total Contract Price, the Bidder shall so notify NDHC and that lower price shall be passed along to NDHC, and the Total Contract Price payable by NDHC shall be adjusted accordingly, provided that this subsection shall apply only concerning sales or supply made by the Bidder to customers who are at arm's length to the Bidder within the meaning of the Income Tax Act and where the sale or supply relates to comparable quantity and quality as those sold or supplied to NDHC.

**Options and Alternatives:**

The price of all options and alternatives may be separately stated. Where options or alternatives are requested in the RFP, NDHC shall not be obliged to purchase those options or alternatives when accepting a Quote but may, at its discretion, elect to purchase all, some or none of the options or alternatives offered. Proponents may submit their own pricing sheet(s), but are responsible to ensure that all information is contained within.

**Variations in Pricing:**

No variation in price [s] shall be permitted after the closing date and time except in the instance of variation due solely to an increase or decrease in the rate of applicable taxes beyond the control of the Bidder, occurring after the time and date of submission of its Quote, in which case the variation shall alter the price of the Quote only to the extent of the tax increase or decrease. If a tax increase or decrease occurs after the submission of its Quote, the Bidder must prove to the satisfaction of NDHC that the Bidder will not benefit in any way because of the increase. Where NDHC exercises its discretion to correct a patent computational or other mathematical error evident on the face of the Quote.

**Bidders Total Contract Price**

The undersigned Bidder, having examined this RFP and with an understanding of the Project hereunder, submits the following **Quote** as its Total Contract Price:

Item(s)	Price
Vinyl Siding	\$
Total Contract Price	\$

Additional items (extra to the contract)	Price Per Unit
Deck Boards / Boards	
Insulation	
Additional Items per Contractor	
Additional Items per NDHC	

This Total Contract Price is valid for **sixty (60)** calendar days from the closing date and time set for submitting the Quote.

**Authorization:**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

*I HAVE THE AUTHORITY TO BIND THE CORPORATION*



## APPENDIX D – REFERENCE FORM

Please provide a minimum of two (2) unique references from companies (NDHC excluded) for whom you have supplied, installed, and/or supported with the same or similar scope and magnitude of work requested in this RFP within the past five (5) years. References may overlap with response(s) outlined in Appendix B, Form 4(b).

NDHC reserves the right to contract References through an e-mail form, and if unsuccessful via telephone.

Description	Reference No. 1	Reference No. 2	Reference No. 3 (optional)
Has the Reference been Informed?			
Reference's Company			
Reference's Full Name			
Reference's Job Title			
Reference's Email Address			
Reference's Phone Number and Extension			
Description of goods and/or services provided			
Value of goods and/or services provided (\$)			
Date work commenced (month & year)			
Date work ended (month & year)			

**Completed by:**

***I authorize the Nipissing District Housing Corporation to contact the above references, as well as, complete verification for required licenses and/or credentials.***

\_\_\_\_\_

Company

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Title

***I HAVE THE AUTHORITY TO BIND THE CORPORATION***



## APPENDIX E – TERMS AND CONDITIONS

### 4.0 Definitions

In this RFP and any other documents, as determined by NDHC, forming part thereof, words and expressions parenthetically defined shall have the meaning therein provided; however, all capitalized terms noted below shall have the following meanings regardless of such definitions applying to both the singular and plural forms of any such words and terms:

"Addenda" means documents made available by NDHC or DNSSAB which amends or clarifies the RFP.

"Administration Cost" means any expenditure incurred by the Proponent in the course of its regular or ongoing operations that enable the Proponent to provide the Goods and/or Services, including salaries, wages and benefits for administrative staff and back-office functions (such as those providing accounting, reporting, IT support, communications, security, and human resources and program management functions); salaries, wages, and benefits for staff associated with planning, managing and evaluating services; legal and accounting fees; bank fees; postage fees; courier fees; telephone fees; internet fees; contracted expenses for service delivery (i.e., security costs, IT, equipment, training, Consultant, printing etc.); and lease or finance/interest costs attributed to administrative functions.

"After Hours" means the provision of Goods and/or Services after Business Hours which may not adhere to the Business Day and, therefore, might include Saturday-Sunday, statutory or civic holidays observed in the Province of Ontario or by the NDHC, in addition to services being offered Monday to Friday.

"AODA" means the Accessibility for Ontarians with Disability Act, 2005, SO 2005, Chapter 11, as may be amended from time to time and all regulations thereunder.

"Appendix" means supplementary informative documentation prepared by the Client and/or the submission forms necessary for a Proponent to submit as part of their RFP submission.

"Board" means the governing board of directors for the District of Nipissing Social Services Administration Board or the governing board of directors for the Nipissing District Housing Corporation.

"Business Day" means Monday to Friday inclusive, except statutory or civic holidays observed in the Province of Ontario and by NDHC.

"Business Hours" means 8:30 a.m. to 4:30 p.m. on a Business Day.

"CAO" means the Chief Administrative Officer of the District of Nipissing Social Services Administration Board or designate.

"CEO" means the Chief Executive Officer of the Nipissing District Housing Corporation.

"Closing Date" means the date and time noted in ss. 1.6 wherein the submission of a Proposal is due.

"Company" means any person, Entity, corporation, or business that has acquired copies of the RFP and therefore is interested and/or intends to submit a Proposal in response.



"Confidential Information" means information that may have economic value from not being generally known and/or is subject to efforts that are reasonable under the circumstances to maintain its secrecy; it may include information contained in formulas, patterns, compilations, programs, methods, techniques, processes, products, services, devices, mechanisms and any Personal Information.

"Conflict of Interest" includes situations wherein a Proponent (including members of their family) and/or any person associated with a Proposal:

- can personally benefit financially from their involvement;
- can gain an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage in relation to the selection of a Preferred/Successful Proponent;
- where its other commitments, relationships, or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; and/or
- where it could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations; and/or
- where Personnel of the District of Nipissing Social Service Administration Board and/or Nipissing District Housing Corporation (including board members and employees at or above the level of supervisor) can receive a personal and/or financial benefit and:
  - Where the personal or business interests of a board member, officer or agent of the Board are in conflict with the interests of NDHC; or
  - where a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a board member, officer or agent or a person related to any one of them as a result of a decision by the Board;
  - where the Board giving a direct or indirect gain, benefit, advantage or privilege to a board member, officer or agent or a person related to any one of them;
  - where a board member, officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from NDHC as a result of the person's position with the Board;
  - where NDHC, in offering housing accommodation or in setting rents or other occupancy charges, gives any advantage or privilege to Personnel who are tenants that are not available to tenants who are not Personnel.

"Contract" means the agreement, intended to be enforceable by law, negotiated between NDHC and the Consultant, which shall further refine the expectations, obligations, terms and conditions contemplated by this RFP and which has been mutually executed.

"District" means the area known as the District of Nipissing.

"DNSSAB" means District of Nipissing Social Services Administration Board and any other government agency or Board on behalf of which DNSSAB is acting, including the Nipissing District Housing Corporation. For this RFP, DNSSAB shall mean the Entity negotiating and awarding the Contract.

"Evaluation Committee" means the relevant representation from NDHC, as selected by NDHC, which may include third-party advisors that evaluate Proposals and recommend, to NDHC, a Preferred Proponent. The Evaluation Committee does not have the authority to bind NDHC.

"FIPPA" means the Freedom of Information and Protection of Privacy Act, RSO 1990 C. F.11, as may be amended from time to time and all regulations thereunder.

"Goods" means any item of intellectual and/or tangible personal property proposed by the Proponent and may include:



- Deeds and instruments relating to or evidencing the title or right to such intellectual property, personal property and/or chattels and/or a right to recover or receive such property;
- Tickets or like evidence of the right to be in attendance at a particular place at a particular time or times or of a right to transportation;
- Energy, however, generated;
- Vehicles or any other motorized form of transportation;
- Items of tangible personal property intended for installation as a fixture or for incorporation into the land, a building or structure, or ornamental or industrial trees, grass sod, flowering plants, shrubs, soil, seed or fertilizer.
- Construction resources, plans, materials and/or equipment.
- Artistic creations, including design, schematics, literary, media, music, representation, photo, workshops, seminars, and/or drawings.
- Any documentation (materials, books, videos, articles) related to the installation, implementation, training, support, and maintenance of the item of procurement.
- Computer infrastructure (server or cloud-based), hardware and/or Software.

"Include," "includes," and "including" denote that the subsequent list is not exhaustive.

"May/should" denotes permissive (not mandatory).

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M.56, as may be amended from time to time and all regulations thereunder.

"Must/shall/will" denotes imperative (mandatory). Proposals not satisfying mandatory requirements will be non-compliant and may not be considered further at NDHC's sole discretion.

"NDHC" means the Nipissing District Housing Corporation, and any other government or Company or Board on behalf of which NDHC is acting.

"Opposing Party" means a Proponent with an outstanding, unresolved claim or legal proceeding against NDHC or a Proponent against whom the NDHC has an outstanding, unresolved claim or legal proceeding.

"Participating Entity" includes any other entities other than the Proponent who is included in the Proposal as either an affiliate, associate, partner, Consultant, sub-consultant, contractor, sub-contractor, sub-processor, subsidiary, third-party service provider, distributor, dealer, and/or reseller necessary for the provision of the Proponent's Solution for the requested Scope of Work.

"Party" means NDHC and/or the Proponent, as the context may require.

"Personal Information" means any identifiable information about an individual that is therefore required to be protected pursuant to MFIPPA or any other laws (including regulations and common law) pertaining to the protection of personal, health, or insurance information.

"Personnel" means board members, employees, partners, shareholders, directors, officers, agents, assigns, representatives, contractors, subcontractors, sub-service providers, consultants, sub-consultants, temporary agencies, volunteers or anyone for whom at law a Party is responsible for in connection with or in any way related to the delivery and/or performance of obligations under this RFP and/or Contract.

"PHIPA" means the Personal Health Information Protection Act, 2004, SO 2004, c. 3, as may be amended from time to time and all regulations thereunder.



"PIPEDA" means the Personal Information Protection and Electronic Documents Act (SC 2000, c. 5), as may be amended from time to time and all regulations thereunder.

"Preferred Proponent" means the Proponent (s) short-listed by the Evaluation Committee, who is then recommended to NDHC.

"Price" means the charges, fees, and/or quotes provided by the Proponent in its Proposal as the total acquisition costs for its Solution.

"Procurement Representative" means the representative of NDHC, designated by NDHC, who is the primary contact person regarding this RFP, particularly its procurement processes.

"Programming Cost" means payments, benefits and/or expenditures reasonably proposed by the Proponent to be necessary to achieve the Solution outlined in the Proposal.

"Proponent" means a legal entity, being a person, partnership, firm or corporation that has submitted a Proposal in response to this RFP. Proponent includes any entity affiliated or related to the Proponent (including any entity with the same directing mind as the Proponent) as solely determined by NDHC.

"Proposal" means the submitted information, documents and/or forms as requested by NDHC under s. 3, which are provided and/or completed by a Proponent as a response to NDHC's request for the Goods and/or Services specified in the Scope of Work.

"Qualified Proposal" means that the Proponent and/or their Proposal has not been disqualified.

"Responsible Proponent" means a Proponent who can fully perform the contract requirements and has the integrity and reliability to ensure the performance of the contractual obligations.

"RFP" means this solicitation document and includes any incorporated Appendices and Addenda issued by NDHC that describe the Goods and/or Services to be purchased by NDHC and the terms upon which the Goods and/or Services are to be purchased.

"Scope of Work" means the need, problem, and/or project to which NDHC seeks Goods and/or Services through this RFP, detailed in Part 2.

"Service" means the work and/or tasks to be taken by the Proponent to meet the expectations, requirements, milestones, targets and/or deliverables outlined in the Scope of Work, inclusive of any description, whether commercial, industrial, trade, or otherwise, of all professional, technical and artistic, goods, services, and the transporting, acquiring, supplying, storing and otherwise dealing with any action, construction, project, activity, support, and/or program required for the satisfactory completion of the Scope of Work and any terms and conditions associated with any ensuing Contract.

"Solution" means the proposed Good and/or Service which address NDHC requirements and expectations as outlined in the Scope of Work.

"Staffing Cost" means the proposed wages, mandatory employment-related costs (as required by law) or benefits (as required by a collective agreement or company policy) requested by the Proponent which have been reasonably proposed to be necessary to their Solution.

"Successful Proponent" means the Proponent selected by NDHC for contract negotiations.



"WSIA" means the Workplace Safety and Insurance Act, 1997, SO 1997, c.16, Sch. A, as may be amended from time to time and all regulations thereunder.

"WSIB" means Workplace Safety and Insurance Board.

#### **4.1 General Information and Instructions**

##### **(A) Deemed Acceptance**

(1) By responding to this RFP, Proponents agree to accept all terms and conditions incorporated into this RFP into their submission and agree by any decision of NDHC, including the evaluation of Proponents qualifications as final. By submitting a Proposal, the Proponent also confirms that it has received, or has had the opportunity to obtain, independent legal advice in connection with its RFP review and Proposal, preparation, and has read this RFP in its entirety, understands its content, and is submitting its RFP freely and voluntarily (without duress or undue influence from any party) with full capacity and authority to do so.

##### **(B) Proponents to Follow Instructions**

(1) Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable part, section, subsection, or paragraph numbers of this RFP.

##### **(B) Information in RFP Only an Estimate**

(1) The NDHC and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials, or documents (electronic or otherwise) attached or provided to the Proponents pursuant to this RFP.

(2) The NDHC and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the work. It is the Proponent's responsibility to obtain all the information necessary to prepare a Proposal in response to this RFP.

##### **(C) Proponents Shall Bear Their Own Costs**

(1) 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, and/or presentations.

#### **4.2 Communication after Issuance of RFP**

##### **(A) Proponents to Review RFP**

(1) Proponents shall promptly examine all of the documents comprising this RFP, and

(a) Shall report any errors, omissions, or ambiguities; and



(b) May direct questions or seek additional information in writing by email to the NDHC Procurement Representative on or before the Deadline for Questions. All questions submitted by Proponents by email to the NDHC Procurement Representative shall be deemed to be received once the email has entered into the Representative's email inbox. No such communications are to be directed to anyone other than the Procurement Representative. The NDHC is under no obligation to provide additional information, and NDHC shall not be responsible for any information provided by or obtained from any source other than the Proposal Contact.

(2) It is the responsibility of the Proponent to seek clarification from the Proposal Contact on any matter it considers to be unclear. The NDHC shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

**(B) All New Information to Proponents by Way of Addenda**

(1) This RFP may be amended only by an addendum in accordance with this subsection. If the NDHC, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of this RFP.

(2) Such addenda may contain valuable information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the NDHC.

**(C) Post-Deadline Addenda and Extension of Submission Deadline**

(1) If any addendum is issued after the Deadline for Issuing Addenda, the NDHC may at its discretion extend the Submission Deadline for a reasonable period of time.

**(D) Verify, Clarify and Supplement**

(1) When evaluating responses, NDHC may request further information from the Proponent or third parties in order to verify, clarify, or supplement the information provided in the Proponent's RFP. The NDHC may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.

**(E) No Incorporation by Reference**

(1) The entire content of the Proponent's RFP 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 RFP.

**(F) RFP to Be Retained by the NDHC**

(1) The NDHC will not return the RFP, or any accompanying documentation submitted by a Proponent.

**4.3 Debriefing**

**(A) Debriefing – Following Award**

(1) Upon written request from any Proponent, the NDHC may provide a more detailed oral debriefing either by phone or in person, as required by the Proponent. The written request shall be submitted to the Procurement Representative no later than 15 calendar days after notification of award.

(2) The acceptance of the successful Proposal shall not be discussed during a debriefing.



#### **4.4 Prohibited Conduct**

##### **(A) Proponent Not to Communicate with Media**

(1) A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP, or any agreement entered into pursuant to this RFP, without first obtaining the written permission of the Proposal Contact.

##### **(B) No Lobbying**

(1) A Proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent.

##### **(C) Illegal or Unethical Conduct**

(1) Proponents shall not engage in any illegal business practices, including but not limited to, activities such as bid-rigging, price-fixing, bribery, fraud, or collusion. Proponents shall not engage in any unethical conduct, including but not limited to, other inappropriate communications, offering gifts to members of the Board of Directors, employees, officers or other representatives of the NDHC; deceitfulness, submitting Proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

##### **(D) Past Performance or Inappropriate Conduct**

(1) The NDHC may prohibit a Proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.

(2) Such inappropriate conduct shall include, but not be limited to the following:

- (a) All the conducts as described in Part 4 – Section 4.4;
- (b) The refusal of the Proponent to honour its pricing or other commitments made in its RFP; or
- (c) Any other conduct, situation or circumstance determined by NDHC, in its sole and absolute discretion, to constitute a Conflict of Interest.

#### **4.5 Confidential Information**

##### **(A) Confidential Information of NDHC**

(1) All information provided by or obtained from the NDHC in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) Is the sole property of NDHC and must be treated as confidential;
- (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;



(c) Must not be disclosed by the Proponent to any person, other than persons involved in the preparation of the Proponent's RFP or the performance of any subsequent Contract, without prior written authorization from the NDHC; and

(d) Shall be returned by the Proponents to the NDHC immediately upon the request of the NDHC.

**(B) Confidential Information of Proponent**

(1) A Proponent should identify any information in its RFP, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the NDHC. The confidentiality of such information will be maintained by the NDHC, 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 the NDHC advisors 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 this RFP, questions are to be submitted to the NDHC Contact.

**4.6 Procurement Process Non-Binding**

**(A) No Contract and No Claims**

(1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by law applicable to direct commercial negotiations.

(2) For greater certainty and without limitation:

(a) Neither the Proponent nor the NDHC shall have the right to make any claims (in Contract, tort, equity or otherwise) against the other with respect to the award of a Contract, failure to award a Contract or failure to honour a response to this RFP.

**(B) No Contract until Execution of Written Contract**

(1) The RFP process is intended to identify the highest ranked Proponent for the purposes of entering into a Contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the NDHC by the RFP process until the issuance of a purchase order for the acquisition of such goods and/or services.

**(C) Non-Binding Price Estimates**

(1) While the pricing information provided in responses will be non-binding prior to the issuance of a purchase order, 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.

**(D) Disqualification**

- (1) NDHC may disqualify the Proponent or rescind a Contract subsequently entered into if the Proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading, or incomplete information.
- (2) Proponents may be excluded from eligibility to submit, or a submitted RFP may be summarily rejected, where the Evaluation Committee, in their sole, final, binding opinion, has determined that either the Proponent and/or RFP, as per the context, fits the circumstances of one or more of the following disqualification items:



- RFP is one of two or more Proposals submitted by same Proponent, whether under the same or different names or as multiple options within the Proposal.
- Proponent did not attend any mandatory site meetings (if applicable)
- RFP was submitted or received after the Closing Date
- RFP is submitted in any way other than electronically through an e-mail to [dnssab.contracts@dnssab.ca](mailto:dnssab.contracts@dnssab.ca).
- Collusion with one or more other Companies and/or Proponents
- The RFP is submitted by a Proponent that has a Conflict of Interest
- The RFP was submitted by a Proponent that is not a Responsible Proponent
- The RFP was submitted by a Proponent that is an Opposing Party.
- The RFP is incomplete, conditional, illegible, obscure or limited in any way.
- Proposal's Prices appear to be as unreasonable and/or unbalanced as to likely affect the interest of NDHC adversely.
- RFP is executed by a person who does not have the authority to bind the Proponent's Company.
- Proponent who has initiated communication with Personnel of NDHC other than the Procurement Representative, and/or the media.
- The RFP contains a limitation or qualification on the NDHC's right to publicly disclose the Proponent's name and, if applicable, any RFP's Price and/or Cumulative Score.
- Proponent's past performance or past conduct during a previous procurement process and/or Contract resulted in higher ultimate costs, unsatisfactory results/performance, difficulties, and/or did not provide the best value to NDHC.
- By responding to this RFP, Proponents will be deemed to have agreed that any decision by the Evaluation Committee to disqualify a Proposal or Proponent will be final and binding.

#### **4.7 Reserved Rights**

The NDHC reserves the right to:

- a) Amend or modify the scope of a project, and/or cancel or suspend the RFP Solicitation at any time for any reason.
- b) Require Proponents to provide additional information after the Closing Date for the RFP Solicitation to support or clarify their Proposals.
- c) Not accept any or all Proposals.
- d) Not accept a RFP from a Proponent who is involved in litigation, arbitration, or any other similar proceeding against NDHC.
- e) Reject any or all Proposals without any obligation, compensation, or reimbursement to any Proponent or any of its team members.
- f) Withdraw a RFP Solicitation and cancel or suspend the RFP Solicitation process.
- g) Extend, from time to time, any date, any time period or deadline provided in a RFP Solicitation (including, without limitation, the RFP Solicitation Closing Date), upon written notice to all Proponents.
- h) Assess and reject an RFP on the basis of



- i. Information provided by references;
  - ii. The Proponent's past performance on previous Contracts;
  - iii. Information provided by a Proponent pursuant to the NDHC exercising its clarification rights under the Proposal Solicitation process;
  - iv. The Proponent's experience with performing the type and scope of work specified including the Proponent's experience;
  - v. Other relevant information that arises during a Proposal Solicitation process.
- i) Waive formalities and accept Proposals which substantially comply with the requirements of the RFP Solicitation.
- j) Verify with any Proponent or with a third party any information set out in a Proposal.
- k) Disqualify any Proponent whose RFP contains misrepresentations or any other inaccurate or misleading information.
- l) Disqualify any Proponent who has engaged in conduct prohibited by the RFP Solicitation documents.
- m) Disqualify any Proponent, at NDHC / DNSSAB's sole discretion, and at any time during the RFP process for rude or inappropriate behaviour, including being verbally combative or argumentative with respect to the selection process and final outcome.
- n) Make changes including substantial changes to the RFP documents provided that those changes are issued by way of an addendum in the manner set out in the RFP Solicitation documents.
- o) Select any Proponent other than the Proponent whose RFP reflects the lowest cost to the NDHC.
- p) Cancel an RFP Solicitation process at any stage.
- q) Cancel an RFP Solicitation process at any stage and issue a new Proposal Solicitation for the same or similar deliverable.

#### **4.8 Governing Law and Interpretation**

##### **A. Governing Law**

(1) The terms and conditions in this Part 4:

- (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 the province of Ontario and the federal laws of Canada applicable therein.

**End of Part 4 and RFP**