



Request for Proposal (RFP)

RFP 2026-36

Nipissing District Housing Corporation
- Siding Supply: Park St. Mattawa

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



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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, eavestroughs, canopies and privacy fencing. 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 **Park St.**, Mattawa ON P0H 1V0. 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

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 eavestroughs, 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, eavestroughs, 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

Park Street, Mattawa ON P0H 1V0

Built in 1966 there are 4 Townhouses comprised of 5 family units on each row.



2.7 Mandatory Site Visit

Bidders must attend a mandatory site meeting scheduled for **20-May-2026 at 2:00pm** at Park Street, Mattawa, ON. 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
Mandatory Site Visit	20-May-2026	2:00pm
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 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 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 or through 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.

- 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: **“2026-36 NDHC Siding Supply Park St Application 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: **“2026-36 NDHC Sliding Supply Park St 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

Specification Description/ Scope of Work

To provide all labour, materials and equipment necessary to install new vinyl siding, new eavestroughs, new canopies, and new privacy fencing on a complete row of units on Park Street in Mattawa. The job will be broken down into 4 components, and a bid price is given for each component. The components are: vinyl siding, eavestroughs, canopies and privacy fencing.

Vinyl Siding:

The vinyl siding will follow the same foot print as the current vinyl siding.

The contractor will be responsible to remove all existing vinyl siding and disposing of the old siding off site. Contractor will be responsible to view the rigid insulation behind the siding, should any rigid insulation be found to be rotten or full of mold and need to be replaced this will be an extra to the contract. Pictures will be provided to the owner if insulation needs to be replaced and must be approved in writing prior to replacing. You will also need to install vinyl siding above the entrance doors and remove the existing siding above the entrance doors.

Vinyl siding color will be chosen once the contract has been awarded. Standard colors will be chosen to assist for pricing; however, should the owner choose a color that is considered a premium color and is a different price, then the awarding contractor will provide an added cost for the premium color, and the owner can choose to go with a standard color or a premium color. For the purpose of this RFQ provide pricing for Standard colors of siding.

Vinyl siding shall conform to all of the requirements established in ASTM Specifications D3679, developed in cooperation with the industry and published by the American Society for Testing and Materials.

The installation of the siding will conform to all of the requirements established in ASTM D4756. In conjunction with the manufacturer's installation instructions, this standard will help to ensure that the installed vinyl siding will look attractive, be properly secured to the building, allow for expansion and contraction over the expected temperature range, and properly manage moisture over the wall surface and building penetrations, among other critical performance criteria.

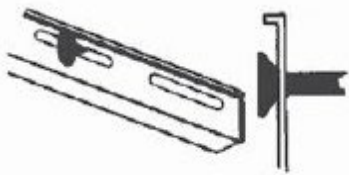
Contractors will follow the manufacturer's directions when installing the siding.

Vinyl expands and contracts with changes in temperature, and to allow for this normal movement, nailing slots and nailing instructions should be followed.

Basic Rules to Follow:

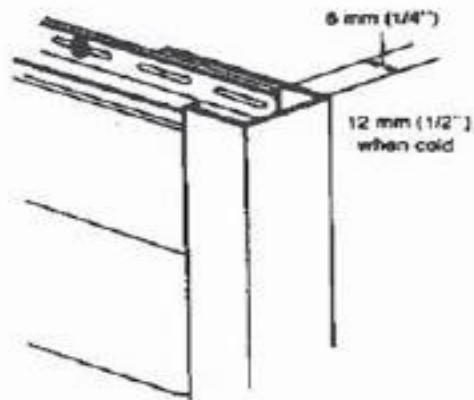
Follow these basic rules to ensure proper installation of vinyl siding with sufficient allowance for expansion and contraction during changes in temperature.

Unless indicated otherwise by the manufacturer's directions, always place the nails in the center of the nailing slot. Never nail through the siding materials itself. Vinyl siding is not nailed to the wall it is hung on the nails, allowing the free movement of each panel.

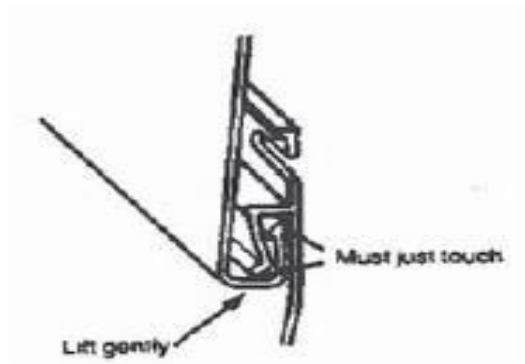




All siding and accessories should be overlapped except where noted otherwise. Where panels fit into accessories, a 6mm (1/4") clearance should be left for normal expansion and contraction.



When nailing horizontal siding, gently lift top panel so that locks just touch.



Nailing: Use large head galvanized steel or corrosion resistant nails, with a minimum head diameter of 8 mm (5/16"). The nails must be long enough to anchor a minimum of 20mm (3/4") in solid wood framing or cladding. Nail siding and accessories a minimum of 150mm (6") from the ends when overlapping.

Caulking: Caulking is necessary in areas where water penetration is possible (pipes or wires through walls, or J-channels on sides of windows or doors). Use only good exterior caulking with a sustained flexibility, and long life. **DO NOT USE OIL BASE CAULKING.**

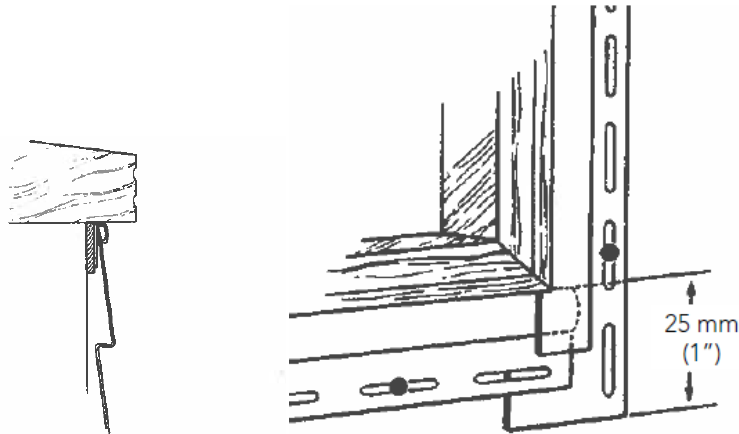
All accessories except the starter strip and F-channel must be overlapped.

Trim Doors, Windows, and other Openings with J-Channel: J-channels are used as trim on the sides of the windows and doors and as finishing trim on gable ends. Place J-channels on the sides of the window and door frames, extending trim 25mm (1") past top and bottom edge of the frame. Face will be trimmed back for good visual appeal.

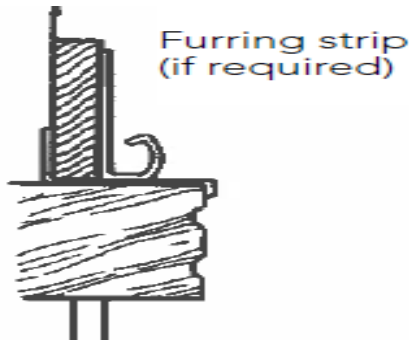
Drip Caps: will be nailed above the windows and doors and extended on either side, flush with the exposed leg of the J-channel. A tab is cut at either end of the drip cap and bent down over the J-channels. If required to maintain panel angle, a furring strip is nailed over the drip cap.



Under sill Trim: will be used above and below openings, and at the top of walls adjoining soffits. Under sill trim can be furred out to preserve the proper panel angle. Apply a furring strip to the wall, butting it to the underside of the window sill.

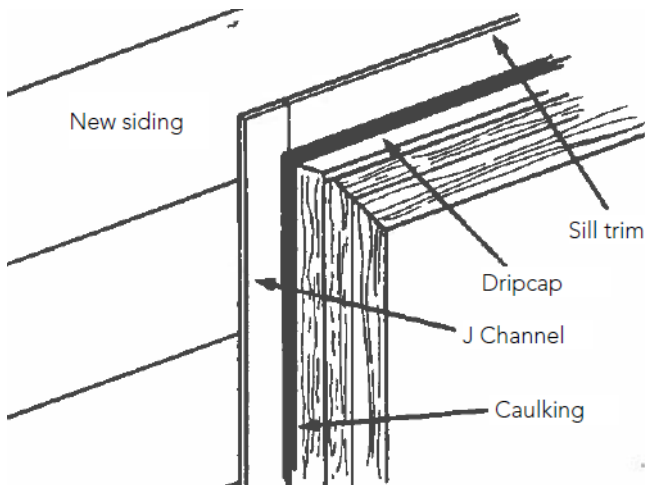


Install the undersill trim extending it past either side of the window, as far as the outer edge of the J-channel face.



Under sill trim is also used in an inverted position over the tops of windows and doors and where trims butt against window framing.

Caulk where J and sill trims meet the opening frame.



Unit objects:

Items you will need to remove and install some type of wood backing, then refasten back onto the brick (this will secure the item back onto the unit and as well provide a place for the siding to attach to) will be:



On the North Side of the building (see picture below):

Venting near the roof peak, cables and cable box , bell lines, Hydro 1 lines, Electrical lines and meters, signage, and building number signage. See picture below of the North Side of the Building row:



On the South Side of the building (see picture below):

Venting near the roof peak, and venting near the bottom of the siding. See picture below of the South Side of the building row:



On the East side of the building(Front of units ,see picture below):

Gas pipes and gas meters, vents from gas furnaces, dryer vents, cables, concrete steps, canopies, A few satellites on the canopies, clotheslines, downspouts from the eavestrough, cladding around windows and doors and unit signage.



On the West Side of the building (Back of units see picture below):

Outside Faucets, cables, privacy fencing, sections of downspouts, unit number signage, canopies, flashing and cladding, some door bells.



****All objects that protrude from the interior of the building, you will need to caulk around after securing the item back to the building. The caulking will keep outside elements such as weather from entering the building, as well as insects. Use exterior caulking and follow manufacturer's directions.**

Installation:

Prep the area prior to beginning the installation. Objects that vinyl siding will have to work around such as but not limited to: exterior fixtures, such as outside lights, downspouts, faucets, receptacles, attached clotheslines, etc. Some objects will require wood backing prior to the object being re-installed on the building and to allow for the vinyl siding to abut against or for the vinyl siding to have some type of backing to nail to.

Upon removal of the existing siding the Contractor will view the building structure and note any items of concern or items needing to be replaced or items missing such as but not limited to: current rigid insulation (missing or has mold on it) and needs replacing; any rotten wood around windows or under window sills or doors that need replacing; any areas where rigid insulation is missing; or areas where the gas pipe venting through the siding has a



joint inside the siding(which is against code) and this gas pipe needs to be extended pass the siding.

Any items of concern, the contractor will notify the Owner immediately before proceeding with the work. The Owner will then formula a plan on how to proceed with the work. Any item needing replacement, a picture of the item will be provided to the owner and the reason for the replacement. Any insulation needing replacement will be an extra to the contract, but pictures must be provided and the extra approved prior to doing the work.

Mark the locations you need for each furring strip. Furring strips to be 1x4's.

Prior to installing the furring strips check the manufacturer's nailing instructions. Otherwise install furring strips nailed at 200 mm (8") to 250 mm (10") centers. Ensure the furring strips are at correct distances so vinyl siding can be attached correctly. If the furring strips span more than 8 to 10 inches than an additional furring strip will be needed. For the purposes of pricing assume you will need 10% of the square footage of the building that you will need additional furring strips.

Use a plumb bob or carpenters level to make sure the strips stay plumb when you mark the location of each. You must predrill the holes required in the furring strips so the furring strip does not crack when you screw them to the wall.

All fasteners used will be galvanized steel, or other corrosion-resistant nails, or screws.

Determine where you will apply the first course of siding.

Use a starter strip and ensure that the starter strip at the bottom of the wall is level. Determine the lowest point of the wall that will be sided, from that point measure up 1/4 inch (6.4mm) less than the width of the starter strip and partially drive a nail at one corner.

Attach a chalk line and go to the next corner. Make sure this line is level by using a level. Snap the chalk line and repeat the procedure around the entire house. This process will assist in making sure the siding will be perfectly level.

The first siding panel is engaged in the starter strip and nailed. If the siding can be moved laterally after being locked up, a positive lock has been achieved. Continue nailing on 8 inch centers. Leave 1/4 inch of space where siding fits into accessories to allow for expansion.

At all corners use a plumb line to ensure that corner posts are vertical.

For outside corner posts Install outside corner post: cut post to the length required. Begin nailing at the top of a slot, halfway up the post. The balance of the nailing must be in the center of the slots. If more than one length is required, refer to the preceding section for cutting and overlapping instructions.

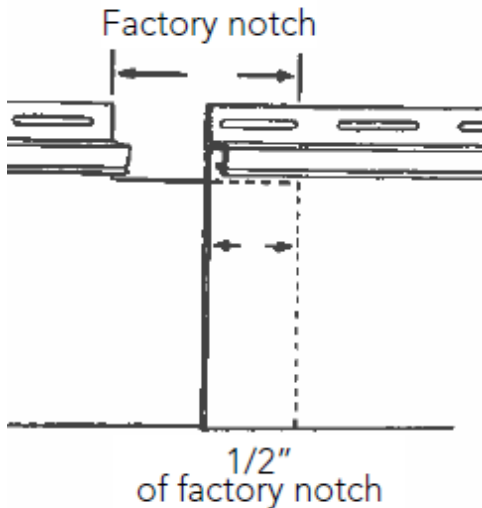
**If a corner post is to be cut, place cut end at the top, away from the general sight line. Staggered nailing will reduce stress and ensure more even installation of the corner post. Nail first up and the down post, alternating sides as you nail.

For inside corner posts install inside corner post: cut post to the length required. Begin nailing at the top of a slot, halfway up the post. The balance of the nailing must be in the center of the slots. If more than one post is required, refer to the preceding section for cutting and overlapping instructions.

Overlap the vinyl panels half the dimensions of the factory notch. For good appearance, laps should be away from traffic areas and staggered horizontally a minimum of 2 " (600 mm) from one course to the next. Do not repeat an



overlap in one vertical line for a minimum of 3 courses. When overlapping do not nail closer than 6" (150 mm) from the ends of both panels.



Aluminum trim pieces will require aluminum or stainless steel fasteners.

All fasteners must be able to penetrate a minimum of 32mm (1 ¼") into nailable material, such as wood sheathing and framing.

When the fastener must penetrate through a non-nailable material such as foam sheathing, the thickness of that material does not count toward the total. In such cases the fastener will need to be long enough to penetrate through the non-nailable material and then 32mm (1 ¼") into wood framing or other nailable material. (Review the siding manufacturer's instructions.)

You must install a drip edge at the top of the siding and another drip edge at the bottom of the siding.

Windows may need to be built out and cladded to allow for the vinyl siding to appear cosmetically correct, as well as some of the venting. Once cladding is removed, inspect to insure that the wood is still sound underneath. Any replacing of rotten wood will be an extra to the contract; however pictures must be taken and approval given prior to the work being done. You must ensure that there is wood under the window sills. Windows and doors will be Cladded with White Prefinished Aluminum.

Venting on both the North and South side of the building will be replaced with new white prefinished Aluminum venting. The dryer vent at the bottom of the south side will be replaced with plastic white venting.

The vinyl siding will be capped at the bottom with aluminum cladding on both the North and South ends of the building.

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. At no time should any ladders remain against the building and up in place over night as there are children in the neighborhood and this will create a health and safety issue.

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 new



siding. Contractors may be held responsible for any damages or leaks should the contractor have left the area being worked on unprotected at the end of the work day.

**All removals and disposals of all materials will be the responsibility of the Contractor.
All waste will be disposed of offsite. **Garbage bins on site are for household waste only.**

It is the responsibility of the contractor to verify field measurements and affected adjacent work are coordinated.

It is the Contractor's responsibility throughout the duration of the contract that current WSIB and Liability Insurance has been provided and remain in effect until the job has been completed.

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

Contractor's will be expected to go back and nail properly within the 2 year warranty period should siding fall off, or be lifted from the wind.

Clotheslines currently attached to the buildings:

The clotheslines located at the fronts of the units are to be removed. The steel poles, pulley/wheels and line guards are to be returned to NDHC. The wood that the clothesline poles are attached to are to be disposed of, off site as well as the steel line itself.

The clothes lines are not being replaced by the Contractor. The Contractor's only responsibility is to remove them and follow the directions above.



Dryer Vents/Vents:

Dryer vents are located on the front areas of the units and are to be removed, and replaced with new White plastic dryer vents. Please ensure you attach wood backing for these dryer vents to be attached and so you can install trim around the vent with vinyl siding.

The Contractor will be responsible for the new dryer vents and for new plastic venting near the roof peaks on both the north and south side of the building.



All vents will be caulked from the outside with exterior caulking following manufacturer's directions. The caulking will keep outside elements such as weather from entering the building, as well as insects.

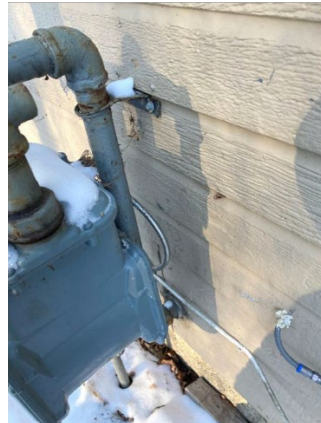


Gas Lines/ Furnace Venting:

Gas lines and furnace venting can be found on the front side areas of the units.

Upon removing the siding the contractor will check the gas line to ensure that there are no joints that were hiding behind the siding. It is a code violation to have a gas joint buried inside the wall or behind siding, therefore the Contractor will inspect each gas pipe extending from the building and verify that no joint exist and/or report immediately to the Owner should they encounter this problem. The Owner will take appropriate action to get a gas technician to rectify the problem should this occur. Caulk around the lines that come from inside the building. The caulking will keep outside elements such as weather from entering the building, as well as insects. Use exterior caulking and follow manufacturer's directions.

Contractor will ensure that they re-install the brackets that support the gas lines and meters. Furnace venting: The Contractor will be responsible to do a visual inspection of the furnace vents to ensure that none are broken and that they have exterior caulking around the vents to keep the outside elements from entering the building. Should caulking be required the Contractor will install exterior caulking following manufacturer's directions. Contractor will also re-install any brackets or supports that hold the furnace venting in place. Should the Contractor come across broken vents, they are to notify the Owner immediately so the Owner can take appropriate action to get the venting replaced.



Outside hose bibs:



Outside hose bibs are located at the back of the units inside the fenced in areas and usually near the kitchen windows. The Contractor will be responsible to install wood backing around the hose bib so the hose bib and vinyl siding have something to fasten to. Caulk around the hose bibs with exterior caulking following manufacturer's directions. The caulking will keep outside elements such as weather from entering the building, as well as insects.



Electrical/phone or cable wires:

Carefully remove all existing wiring, phone and cable lines. All of these lines have to be re- attached to the building in approximately the same locations as they were removed.

Contractor will be responsible to cover all existing wiring with line set covers to hide all the wiring. Color to be picked by owner.

Should the Contractor come across wires that have been sliced and do not seem to be connected to any source of power the Contractor shall remove this wiring and dispose of it. There should be no exposed wiring on the west, east or south side of the building when the job has been completed. Due to the amount of exposed wires on the north side of the building, we do not expect all the wiring on the North Side to be covered, but a large amount of wires can be covered.



Brackets for Air Conditioning Units:

Contractors will be responsible to remove any brackets that are currently located around the window sills that appear to hold air conditioning units. Contractors are not to reinstall these brackets but are to leave these with the current tenant.



Unit Numbers:

The Contractor will be responsible to install new White unit numbers on both the front and the back of the units.

Numbers will be installed on a pressure treated piece of wood backing and then mounted to the vinyl siding.

Numbers will be a minimum of 4 inches in height and be white in color .

Signage on North Side of the building:

The Crime Stoppers signage, Parking signage as well as the unit signage 306 to 314 will need to be removed and re-installed on this same section of the building after the new vinyl siding has been installed.

Door Bells:

The Contractor will be responsible to decommission the doorbells. Unscrew the terminal screws and disconnect the wires from the doorbell, wrap electrical tape around the bare ends of the wires and tuck them into the wall.

Unit 314 has a google doorbell that belongs to the tenant and will need to be reinstalled.

Eavestroughs:

The current eavestroughs and downspouts will be removed and disposed of.

All new eavestroughs will be white aluminum. The eaves trough should be below the roof line to allow water to run off the roof and into the eavestrough. The eaves trough will be supported using hangers and secured using stainless steel screws that go through the hangers. Hangers should be spaced no more than 36 inches apart from the centers.

Before installing the drop outlet for the downspouts run a bead of sealant around each drop outlet. Then install inside the eavestrough, this will allow for no leaks from around the tops of the downspouts. The foot print for the down spouts and eaves trough will remain the same as the existing. The new eaves trough will be five (5") inches.

This is the new industry standard. This size is less likely to get clogged up as they can handle a higher volume of water. Ensure that the downspouts are sized appropriate for the 5 inch eaves trough. Strapping for the downspouts will be white aluminum and be corrosion resistant.

There are 4 downspouts that run between the units on both the west and east side of the building. There are also 2 downspouts that are located on each corner of the north side of the building. At the end of each downspout a concrete splash guard/block will be installed.

Canopies:

The canopies will follow the same foot print as the current canopies. Canopies are located on both the front and back entrances.



Front Canopies Back Canopies

Once the canopies have been removed, removal all of the outside components, cladding, soffits, fascia boards etc. and dispose of these items.

Check the wood to ensure it is still sound and look for any rot. Should some of the wood have to be replaced this will be an extra to the contract. Pictures must be taken and the work approved prior to proceeding to the next step.

Lights located on the inside of the canopies are to be replaced with LED exterior lights. Ensure all the wiring running to the lights are in good shape and can be re-used.

Should you have any concerns about the wiring, you must send pictures of it and get the work approved prior to replacing any wiring.

Canopies will be cladding with new White Prefinished Aluminum. Install new white perforated aluminum soffit. Install new drip cap at the end of the canopy roof.

Provide J- trim and drip edge at junction of siding and roof slope. Provide caulking between drip edge and shingles.

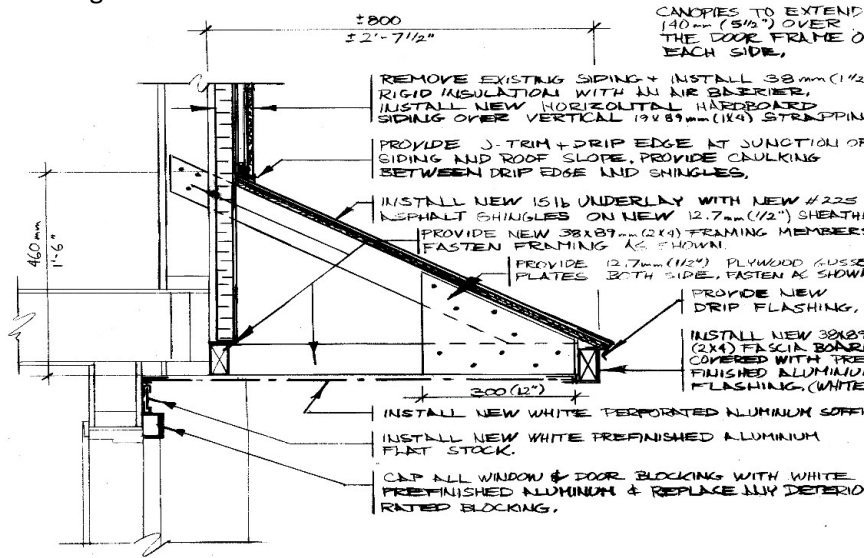
Provide new ½ inch sheathing with new ice and water shield. Install new underlay and new light colored (silver or grey) shingles.

Ensure all blocking used for the re-attachment of the canopies are sound and do not have any rotten wood. All exposed blocking must be capped with white prefinished aluminum. Use new stainless steel bolts to re-fasten the canopies in place.

When re-installed canopies should extend 5 1/ 2 inches over the door frame on each side of the door.



Re-attach the canopies using stainless steel bolts.



Old canopy details: 1 CANOPY DETAIL 1

Privacy Fences:

The privacy fences will follow the same foot print as the current privacy fences. Privacy fences are located in the back fenced in yards of the building between the units. There is a total of 4 privacy fences, one between each unit.

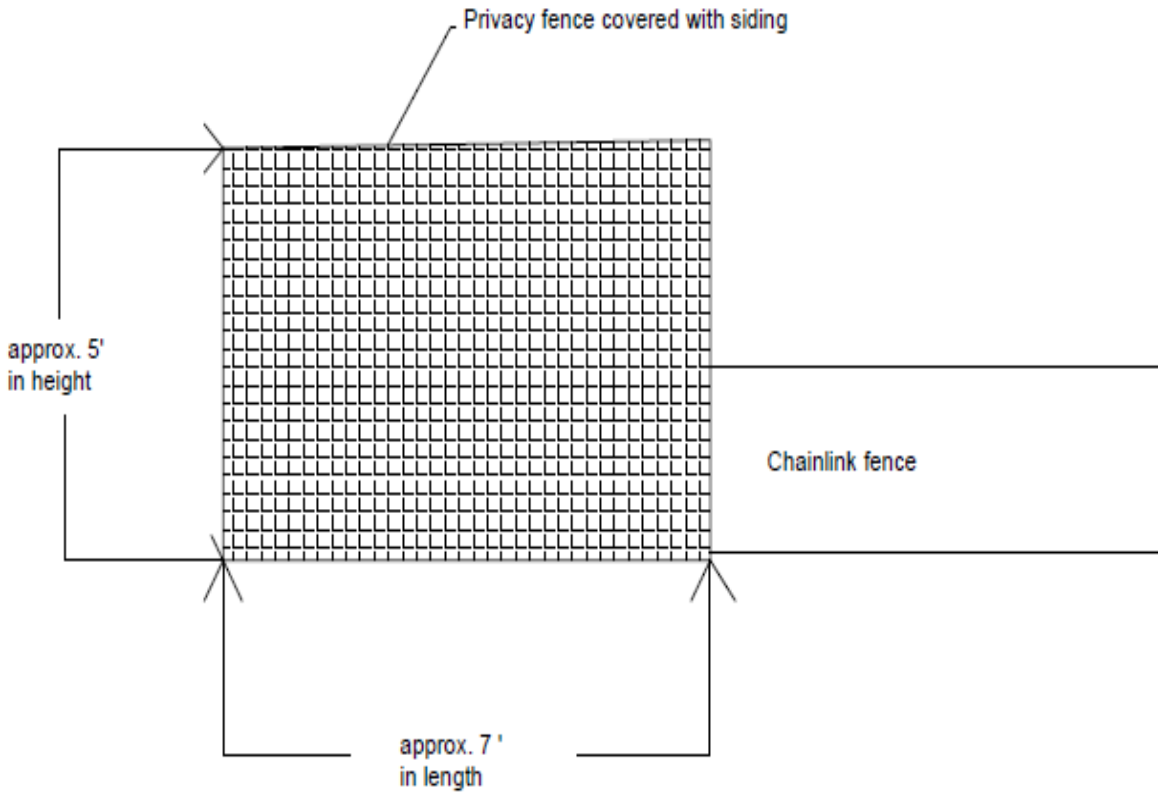
All the existing siding on the privacy fences as well as the aluminum cladding will be removed and disposed of offsite.

Once the existing siding has been removed, check the existing wood to ensure it is still sound and look for any rot.

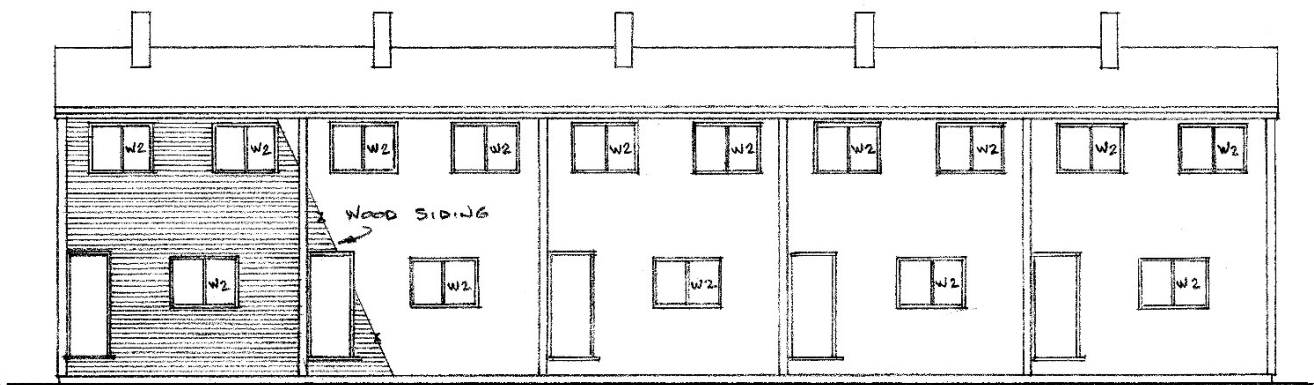
Should some of the wood have to be replaced this will be an extra to the contract. Pictures must be taken and the work approved prior to proceeding to the next step. Install new vinyl siding and cap with white prefinished aluminum cladding on the top and as well on both ends of the privacy fencing and on the bottom of the fence.

Secure the cladding with stainless steel bolts or screws.

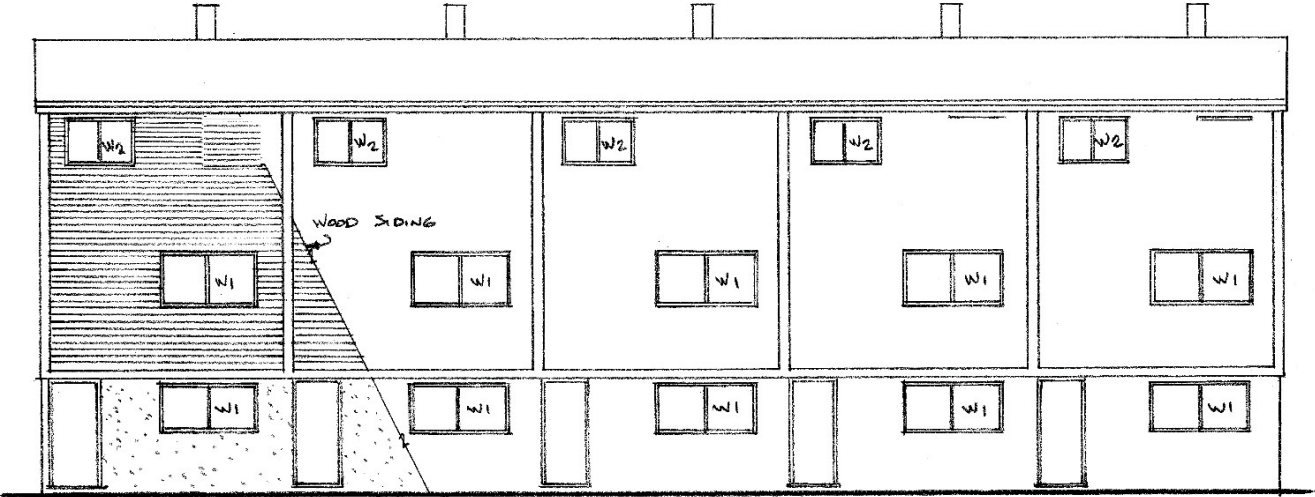
Privacy fences are approximately 7 feet in length and 5 feet in height. Contractor will need to verify site measurements prior to submitting a bid.



Park Street Units 306 To 314 Front and Back Elevation Layouts

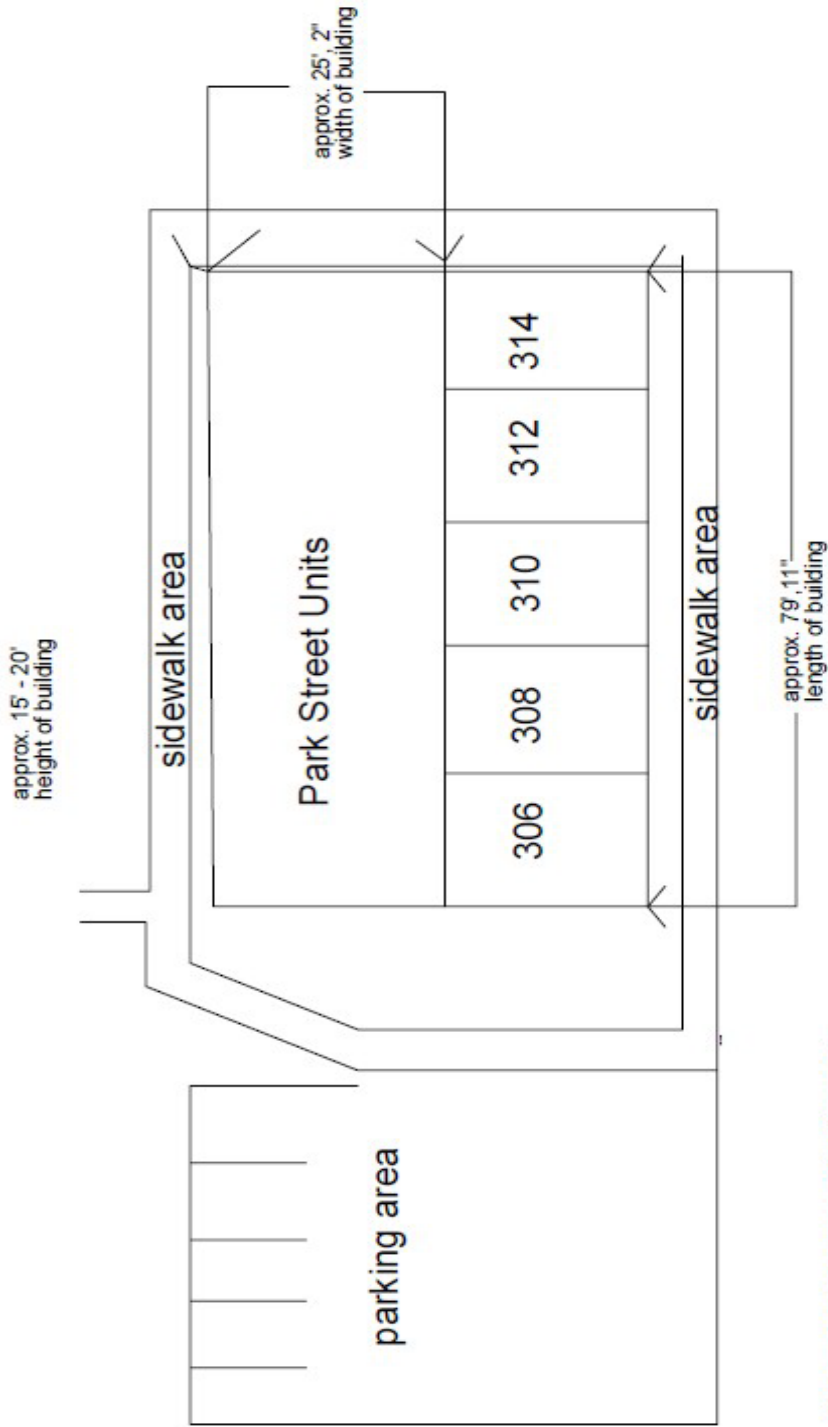


FRONT ELEVATION



REAR ELEVATION

Park Street Units 306 To 314 Size Approximations (next page)



Measurements are approximations only.
Contractor will be responsible to verify site measurements prior to submitting a bid.



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

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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"/>	YES, subcontractors are involved with this quote.
<input type="checkbox"/>	NO, 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:

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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, Eavestroughs, Canopies and Privacy Fencing; 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	\$
Eavestroughs	\$
Canopies	\$
Privacy Fencing	\$
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

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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

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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.
- 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