



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**

Lighting the Way ~ Rejoicing in Our Journey

**REQUEST FOR PRE-QUALIFICATION
OF
GENERAL CONTRACTORS and SUBCONTRACTORS
FOR
CATHOLIC EDUCATION CENTRE
RENOVATION PROJECT**

PQ #: 535-CP1507

ISSUE DATE: May 13, 2015

DUE DATE: MAY 19, 2015 at 4:00:00 p.m., Local Time

Mailing Address:

Mr. Tony Prizio
Purchasing Department
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, ON
N8A 4C4

The St. Clair Catholic District School Board requests prequalification information from interested General Contractors and associated Subcontractors for Mechanical, Electrical, Audio/Visual and Flooring work.

The St. Clair Catholic District School Board plans to renovate its boardroom and admin office floors at 420 Creek St. in Wallaceburg, ON. The interior renovation consists of approximately 1,885 gross square metres (20,300 square feet) of new finishes and alterations to the existing building. The boardroom mechanical and electrical will be upgraded with new equipment, including the A/V equipment. The estimated value of the proposed project is approximately \$1 million.

Submissions are to include **three (3)** bound copies of the following mandatory information, which will form the basis for evaluation of each submission:

1. Completed CCDC 11 – 1996 (R2006) “Contractor’s Qualification Statement”.
2. Submission of most recent Forms CAD 7 – Calculations and CAD 7 – Profiles used by the WSIB and Construction Safety Associations.
3. Resumes outlining credentials and experience of personnel - Project Manager(s) and Site Superintendents to be assigned to this project in a supervisory capacity (General, Mechanical and Electrical only) for the full duration of the project.
4. Letter from Insurance Company (licensed to do business in the Province of Ontario) for the General Contractor indicating its insurance limits.
5. Demonstration of ability to plan and maintain schedule. Submit a sample schedule with this prequalification submission (General Contractors only).

Bids are expected to be called in May 2015 with project completion of August 2015.

The St. Clair Catholic District School Board reserves the right to reject any and all submissions, and reserves the right to waive informalities in the documents, or to accept any submission as most satisfactory in the opinion of the St. Clair Catholic District School Board.

The St. Clair Catholic District School Board will evaluate pre-qualification submissions as follows:

Evaluation Criteria Schedule	
Evaluation Criteria:	Weighting
References	5%
Experience with projects of similar size	5%
Experience with projects of similar type	5%
Staff assigned to manage the project	60%
Ability to maintain schedule	25%
TOTAL	100%

Mandatory information must be provided or the submission will be disqualified.

The St. Clair Catholic District School Board reserves the right to cancel this Request for Pre-qualification without any obligation or any reimbursement to proposed Applicants.

Note: Pre-qualification does not guarantee award of work.

Submissions that are incomplete, unsigned, improperly signed, illegible, obscure, contain erasures, alterations, or irregularities of any kind, may at the discretion of the St. Clair Catholic District School Board be declared informal and disqualified.

All queries specific to this Pre-qualification shall be directed to:

Mr. Tony Prizio, Procurement Specialist
Fax 519.627.8230 or
E-mail: tony.prizio@st-clair.net
Copy all email queries to: patsy.mckenzie@st-clair.net

Queries must be submitted by 4:00:00 p.m. May 15, 2015, in writing by email and written responses will be made available to all proponents. Proponents who contact St. Clair Catholic District School Board staff or consultants other than the individual specified below regarding this project either directly or through an agent will be disqualified.

Submissions will not be opened publicly at the time of closing.

Debrief: Contractors that are not pre-qualified are entitled to a debriefing. A request for debriefing must be made in writing within 60 calendar days following the posting of the successful pre-qualified contractors list.

Pre-qualification proposals shall be submitted **no later than 4:00:00 p.m. on May 19, 2015** in a sealed envelope labeled **“Pre-qualification Submission for Catholic Education Centre – Renovation Project”** and delivered to:

St. Clair Catholic District School Board
420 Creek St.
Wallaceburg, ON
N8A 4C4
Attention: **Mr. Tony Prizio**, Procurement Specialist

Submissions received after the closing deadline will not be accepted and will be returned unopened.

I/We declare the information submitted in accordance with PQ #535-CP1507 to be accurate:

Company Name: _____

Name of Authorized Officer: _____

Title: _____

Signature of Authorized Officer: _____

Date: _____

Address: _____

Phone: _____

Fax: _____ Email: _____