



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**

Lighting the Way ~ Rejoicing in Our Journey

**REQUEST FOR PRE-QUALIFICATION
OF
GENERAL CONTRACTORS and SUBCONTRACTORS
FOR
ST. PATRICK'S CATHOLIC HIGH SCHOOL
CONSOLIDATION PROJECT**

PQ #: 715-CP1301

ISSUE DATE: OCTOBER 23 2012

DUE DATE: NOVEMBER 8, 2012 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 Structural Steel, Masonry, Millwork, Roofing, Glass & Glazing Systems, Mechanical and Electrical work.

The St. Clair Catholic District School Board proposes to construct a new two storey addition at the existing St. Christopher Catholic High School located at 1001 Rapids Parkway in Sarnia Ontario, consisting of approximately 5,575 gross square metres (60,000 square feet) of new construction, and alterations to the existing building as well as associated site work including parking areas, driveways and landscaping. The building will be a combination of structural steel and load-bearing masonry. The estimated value of the proposed project is approximately \$11 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 bonding company indicating bonding capabilities and limitations, and confirming availability of required bonding for this project – 50% Performance Bond, and a 50% Labour and Materials Payment Bond. (General Contractors only)
5. Letter authorizing The St. Clair Catholic District School Board to obtain financial information from institutions on the applicant.
6. Detailed description of the Contractor’s company profile, Health and Safety Policy, and written confirmation that all Health and Safety Policies will be followed for the duration of the project.
7. Letter from Insurance Company (licensed to do business in the Province of Ontario) for the General Contractor indicating its insurance limits.
8. References from recently completed, and/or presently under construction, projects of a similar type and complexity; including contact names, positions, telephone numbers and addresses.
9. Demonstration of ability to plan and maintain schedule. Submit a sample schedule with this prequalification submission (General Contractors only).
10. Written confirmation from the General Contractor of locally-based service and support for the project. In order to provide reasonable response to The St. Clair Catholic District School Board, General Contractors whose offices are not located within a radius of 100 km of Sarnia will be required to provide a temporary local office in Sarnia Ontario for the duration of the construction and for a period extending six months past the Certification of Substantial Performance.

Bids are expected to be called in January 2013 with project completion of July 2014.

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
Length of time in business	5%
Experience with projects of similar size	10%
Experience with projects of similar type	10%
References and recommendations	55%
Support and service	10%
Annual Volume	5%
Work-in-Progress	5%
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 12:00 noon November 2, 2012, 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.

Sealed Pre-qualification proposals shall be submitted **no later than 4:00:00 p.m. on November 8, 2012** in a sealed envelope labeled **"Pre-qualification Submission for St. Patrick's Catholic High School – Consolidation 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 #715-CP1301 to be accurate:

Name of Authorized Officer: _____

Title: _____

Signature of Authorized Officer: _____

Date: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____ Email: _____