

UNIVERSITY OF MANITOBA

REQUEST FOR PROPOSAL

Medical Rehabilitation Building
WINDOW REPLACEMENT

Req # C091005-21

SECTION 1 – PROJECT SUMMARY

1.1 PROJECT OVERVIEW

Work of this Contract at the University of Manitoba Bannatyne Campus, Winnipeg, Manitoba includes: The removal and disposal of existing windows and the supply and installation of new aluminum framed windows including rough opening preparation, all flashings, membranes, finishing work, sealants, etc. as shown on the drawings and specifications for the Medical Rehabilitation Building, Window Replacement. The removal, salvage and reinstallation of all window coverings shall also be completed as part of this contract. Removal and reinstallation of desks, millwork, services, fixtures, etc. required by the work of this contract shall be included in the scope of the work. Removal and storage of the contents of any desks, cabinets, millwork, etc. within six feet of the exterior wall will be the responsibility of the Owner / Occupant.

1.2 PROJECT BUDGET

The estimated budget for this project is \$900,000

1.3 PROJECT SCHEDULE

The University requires that this project be completed no later than September 1 2014.

1.4 DESIRED OUTCOMES

The University expects to select a supplier that provides overall best value.

1.5 PROJECT DETAILS

The intent of the University is to obtain an offer to perform work described in the Bid Documents, located at the University of Manitoba for a Stipulated Price and in accordance with Contract Documents. The Drawings, Specification and Addenda will be provided in electronic format and posted on the University of Manitoba's Purchasing services website at: http://www.umanitoba.ca/admin/financial_services/purch/tender_opportunities.html Bidders are responsible for printing any hard copies that may be required during the tender process and during construction.

The Offeror is expected to visit the project site and surrounding area before submitting their Proposal. The Offeror is directed to contact the University Project Coordinator to arrange a date and time to visit the site.

Where Bid Documents stipulate a particular product, substitutions will be considered by the office of Architectural & Engineering Services up to 3 working days before receipt of Proposals. In submissions of substitutions to products specified, Offerors shall include in their Proposal, any changes required in work to accommodate such substitutions. A

later claim by Offeror for an additional to contract price because of changes in work necessitated by use of substitutions shall not be considered.

Contract Documents are identified as Project Req. No.: 459C091005-21 as prepared by:
Crosier Kilgour & Partners
300-275 Carlton Street
Winnipeg, Manitoba R3C 5R6

1.6 CURRENT CONDITIONS

The following information is the University's best attempt at identifying the current conditions. This information may not be 100% accurate or complete. The vendor is strongly encouraged to verify all information.

SECTION 2 – INSTRUCTIONS TO OFFERORS

2.1 UNIVERSITY REPRESENTATIVES

The University has designated representatives (listed below) whom are responsible for the conduct of this procurement. All inquiries, concerns, or clarifications regarding this procurement must be submitted to these individuals only. Offerors shall not contact any other University employees. Please copy all individuals on all correspondence.

Procurement University Representative - All inquiries regarding this procurement, process, procedures, or submittals must be submitted in writing via email to:

Olusegun Daodu, Purchasing Consultant
Phone: 204-474-8732
E-Mail: olusegun.daodu@umanitoba.ca

Technical University Representative - All technical inquiries regarding any project specifics (such as scope of work, current conditions, desired outcomes, etc) must be submitted in writing via email to both:

Garth Bargaen,
University of Manitoba
Project Coordinator
Phone: 204-480-1345
E-mail: garth.bargaen@umanitoba.ca

Heather Wallace
Crosier Kilgour and Partners Ltd.
Consulting Structural Engineers
300-275 Carlton St
Winnipeg, Manitoba
R3C 5R6
Phone (204) 943-7501
E-mail : heather.w@ckpeng.com

2.2 INQUIRES, CLARIFICATIONS, REQUESTS FOR INFORMATION

Offerors are expected to promptly review the Request For Proposal (RFP) document, including all of the attachments, exhibits, and addendum. If discrepancies, inconsistencies, or omissions are found, the Offeror shall immediately notify the Procurement University Representative noted in 2.1. If the Offeror has questions or requires clarification of the scope of work, the University's intent, or any aspect of this procurement, they shall immediately notify the Technical University Representatives noted in 2.1. All questions, inquiries, clarifications, must be emailed by the due date identified in the Procurement Schedule. The University Representatives may publish and respond to any such requests by issuing written addenda. Verbal clarifications shall

not be binding. Offerors should not rely upon any statements made by any person other than the University Representatives noted in 2.1.

2.3 PROCUREMENT SCHEDULE

The University will make every effort to adhere to the schedule below. However, the University reserves the right to modify these activities and dates at any time.

No	Activity	Date
1	Issuance of RFP	02/28/14
2	Mandatory Pre-Proposal Conference and Site Visit	03/18/14
3	Deadline to Submit Questions/Inquiries	03/25/14
4	Deadline to Submit Proposals at 2:00 PM Winnipeg Time	04/01/14
5	Shortlisting of Offerors	04/04/2014
6	Interviews	04/07 to 04/08/2014
7	Clarification Period	04/09 to 04/16/2014
8	Deadline to Submit Amended Proposal	04/23/2014
9	Anticipated Date of Award	04/25/2014

2.4 PRE-PROPOSAL CONFERENCE AND SITE VISIT

A mandatory pre-proposal conference and site visit will be conducted to provide an overview of the project. Attendance at this conference is strongly recommended for all bidders.

The Pre Proposal Conference will be held at:

Date: March 18, 2014

Time: 9:00 AM

**Address: University of Manitoba Downtown Bannatyne Campus
770 Bannatyne Avenue**

Main Floor Pathology Building, Basic Sciences Building- Theatre E

Please refer the attached Map.

2.5 ADDENDA

The University may make changes to the RFP and/or provide clarification to information stated within the RFP by way of issuance of written addenda. All addenda issued prior to the Proposal Due Date will become part of this RFP and will be deemed to have been considered by the Offeror in its proposal.

SECTION 3 – SUBMISSION OF THE PROPOSAL

3.1 DATE, TIME, AND LOCATION

All proposals MUST be received by the Procurement University Representative noted in section 2.1 no later than 2:00 PM (Winnipeg time) on the date indicated in the Procurement Schedule in section 2.3. Proposals received after this deadline will NOT be accepted. The University is not responsible for the timeliness of documents delivered nor will the University accept any proposal delivered to a location on campus other than the address specified below:

Olusegun Daodu
Purchasing Services
410 Administration Building
66 Chancellors Circle
Fort Garry Campus
University of Manitoba

The tender deadline will be strictly enforced. The official time shall be taken from the telephone digital display on the reception desk at 410 Administration Building. Due to construction on campus, there may be traffic detours and/or delays. Offerors are solely responsible for submitting proposals as per the tender close time identified above. It is recommended to allow contingency time when delivering a bid.

3.2 FORMAT

All proposals must be printed on standard 8½ x 11 paper. Proposals must use the templates provided in the required Attachments. Proposal documents should be stapled together. Do not bind the documents in any way.

3.3 NUMBER OF RESPONSES

Each Offeror shall submit only one (1) original hardcopy proposal and one (1) electronic version of their proposal on a CD or USB (in MS Word or PDF). Proposals submitted by facsimile or email will not be accepted.

3.4 PROPOSAL PACKAGE CONTENTS AND REQUIREMENTS

Each Offeror shall submit one (1) proposal package hard copy and one CD or USB softcopy. The package should be marked with the with reference to this RFP (RFP Number and Name). The package must be sealed and contain the following information below. Any proposal that does not adhere to the requirement in this RFP may at the Universities sole discretion be deemed non responsive and rejected.

Attachment A – Proposal Form
Attachment B – Team Qualifications
Attachment C – Project Plan
Attachment D – Risk Assessment Plan
Attachment E – Value Assessment Plan

Attachment F – Reference List

Attachment G – Survey Questionnaires

Attachment H – Past Performance Information Scores

Attachment I – Cost Proposal Form

CD or USB containing the proposal as required in Section 4

SECTION 4 – PROPOSAL REQUIREMENTS AND FORMAT

4.1 OVERVIEW OF THE BEST VALUE PROCUREMENT PROCESS

This contract, if any will be awarded on a best-value basis, as outlined in this RFP. The Best Value Process consists of three primary stages: 1) selection, 2) clarification and pre-planning, and 3) post award performance measurement.

Selection: The first stage of the best value process focuses on the Offeror's ability to differentiate itself based upon the ability to identify, prioritize, and minimize risks, add differential value to the University and show a high level of past performance on behalf of other clients. Instead of focusing on minimum expectations, the University is allowing Offerors to compete based on value and their ability to maximize the University's satisfaction. Consequently, the submitted proposals should be brief, show differentiation, and allow the University to make a data-based decision on which Offeror is the best value Offeror for the University. It is imperative that each Offeror realize that what is written in the proposals and discussed in the interview will become part of the Offeror's final contract.

Clarification and Pre-Planning: The second stage of the best-value process occurs prior to award with the highest prioritized Offeror. This Offeror will be required to clearly present their plan on how they will complete the project on-time, without any cost increases, and meeting the quality expectations of the University. This period of time is provided to the Offeror to ensure that they have properly addressed and accounted for all aspects of the project in their proposal.

Post Award Performance Metrics: The third stage of the best-value process occurs after award, and requires the awarded Offeror to monitor and track all risks on the project on a weekly basis.

4.2 QUALIFIED OFFERORS / ELIGIBILITY

The University shall only consider proposals from Offerors who have been pre-qualified with the University.

Only Mechanical, Electrical, Roofing and Contractors who have pre-qualified with the University of Manitoba will be considered and may submit bids on their respective scope of work to the bidding General Contractors. The list of pre-qualified contractors is available at: http://www.umanitoba.ca/admin/financial_services/purch/suppliers.html

The University reserves the right to reject a proposed subcontractor for reasonable cause.

Failure to provide sub-contractor information at time of tender may result in the Proposal being declared informal. If no subcontractors are to be used, note Own Forces or N/A in space provided for subcontractor listing.

4.3 ATTACHMENT TEMPLATES

This RFP contains Attachments listed below, which must be used by the Offerors to submit their proposal. An electronic copy of each Attachment is posted online. The Offeror must download, complete, and submit each Attachment in their proposal. Offerors shall NOT re-create these attachments, create their own attachments, or edit the format of the attachments (page sizing, font type, font size, color, etc). Any proposal that does not adhere to these requirements may be deemed non responsive and rejected.

4.4 PROPOSAL FORM (ATTACHMENT A)

The Offeror must complete all information requested in Attachment A. This document requests information on the following items:

- Contact information of the Offeror
- Acknowledgement of all addenda
- Identification of the critical project team, including the Project Manager and Site Superintendent that will be assigned to this project. This individual shall be used by Offeror for the duration of the contract resulting from this RFP. This individual CANNOT be removed or replaced, unless agreed upon by the parties.
- Completion of all certification statements.
- This document must also be signed by the person authorized to contractually obligate the Offeror/Organization.

4.5 TEAM QUALIFICATIONS (ATTACHMENT B)

The Offeror shall prepare and submit Attachment B. This document requires information on the qualifications of the Offeror, the Project Manager, and the Site Superintendent.

4.6 PROJECT PLAN (ATTACHMENT C):

The Offeror shall prepare and submit Attachment C. The purpose of the Project Plan is to demonstrate to the University that the Offeror can visualize what they are going to do before they do it. The Project Plan should be developed around fulfilling the University's requirements within the known project constraints of cost, time, resources, quality, and expectations as described in this RFP. The Project Plan has three major sections as described below:

- **Proposal Summary** – a brief chronological roadmap that describes, in major activities and tasks, how the Offeror will meet the University's expectations as set forth in this RFP. This should be a concise synopsis of the work and approach that will be taken to complete this project.
- **Project Assumptions** – a brief summary of the major assumptions that have been made in preparing the proposal. This should include items/tasks that the Offeror has assumed the University will perform, items/tasks required from the

University, and items/tasks that have not been included in the proposal (items that the Offeror feels are outside the scope of work)

- **Roles, Responsibilities, Expectations** – brief summary of the expectations and responsibilities that the Offeror has of the University or University personnel.

In order to minimize any bias, the Project Plan MUST NOT contain any names that can be used to identify who the Offeror is (such as company names, personnel names, project names, or product names). A Project Plan template is provided in this document and must be used by all Offerors. Offerors are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc).

The Project Plan must NOT exceed 3 pages (front side of page only) (one page for the Proposal Summary, one page for the Project Assumptions, and one page for Roles and Responsibilities). Any plan that contains names, or fails to meet all of the formatting requirements mentioned above, may be marked as nonresponsive and eliminated from the evaluation process.

4.7 **RISK ASSESSMENT PLAN (ATTACHMENT D):**

The Offeror shall prepare and submit Attachment D. The Risk Assessment Plan should address risks that may impact the successful delivery of this project, considering all expectations as described in this RFP. The Offeror should list and prioritize major risk items that are unique and applicable to this project. This includes areas that may cause the project to not be completed on time, not finished within budget, generate any change orders, or may be a source of dissatisfaction for the owner. The Offeror should rely on and use their past experience and knowledge of completing similar projects to identify these potential risks.

Each risk should be described in non-technical terms and should contain enough information to describe to a reader why the risk is a valid risk. The Offeror must also explain how it will avoid or minimize the risks from occurring. If the Offeror has a unique method to minimize the risk, the Offeror should explain it in non-technical terms. The Risk Assessment plan gives the opportunity for the Offeror to differentiate its capabilities based on its ability to visualize, understand, and minimize risk to the University and the risk to a successful outcome of the Project. The Risk Assessment Plan is broken down into two subparts: Assessment of Controllable Risks and Assessment of Non-Controllable Risks.

- **Assessment of Controllable Risks:** This includes risks, activities, or tasks that are controllable by the Offeror, or by entities/individuals that are contracted to by the Offeror. This includes things that are part of the technical scope of what the Offeror is being hired to do. This may also include risks that have already been minimized before the project begins due to the Offeror's expertise (i.e. risks that are no longer risks due to the Offeror's expertise in delivering this type of project). All risks and strategies to mitigate these controllable risks must be included in the Offeror's base proposal cost.
- **Assessment of Non-Controllable Risks:** This includes risks, activities, or tasks that are not controllable by the Offeror. This may include risks that are controlled by University, University's agents or organizations, risks that are caused by

outside agencies, or completely uncontrollable risks. Although these risks may not be controlled by the Offeror, the Offeror must identify a strategy that can be followed or used to mitigate these risks. All risks and strategies to mitigate these non-controllable risks must not be included in the Offeror's base proposal cost.

In order to minimize any bias, the Risk Assessment Plan MUST NOT contain any names that can be used to identify who the Offeror is (such as company names, personnel names, project names, or product names). The Risk Assessment Plan must not identify the Offeror's Cost or Fee for this project.

A Risk Assessment Plan template is provided in this document and must be used by all the Offerors. Offerors are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc). The Risk Assessment Plan should be brief and concise. The Risk Assessment Plan must NOT exceed 2 pages (front side of page only) (1 page for the Assessment of Controllable Risks, 1 page for the Assessment of Non-Controllable Risks). Any plan that contains names, or fails to meet all of the formatting requirements mentioned above, may at the Universities sole discretion be marked as nonresponsive and eliminated from the evaluation process. The University also reserves the right, in its sole discretion, to modify a Proposal to remove non-compliant information. The Risk Assessment Plan will become part of the final contract (if Offeror is selected for award).

4.8 VALUE ASSESSMENT PLAN (ATTACHMENT E):

The Offeror shall prepare and submit Attachment E. The purpose of the Value Added Plan is to provide Offerors with an opportunity to identify any value added options or ideas that may benefit the University or project. If the Offeror can include more scope or service within the constraints of the University, the Offeror should provide an outline of potential value added options. This may include ideas or suggestions on alternatives in implantation timelines, project scope, project cost, goals, deliverables, methodologies, etc. Value added ideas must NOT be included in the base fee of the cost proposal. The potential impacts to cost and duration should only be listed in the cost proposal form (Attachment I). Prior to award (during the Clarification Phase), the University will determine if the value added items will be accepted or rejected.

In order to minimize any bias, the Value Assessment Plan MUST NOT contain any names that can be used to identify who the Offeror is (such as company names, personnel names, project names, or product names). The Value Assessment Plan must not identify the Offeror's Cost or Fee for this project.

A Value Assessment Plan template is provided in this document and must be used by all the Offerors. Offerors are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc). The Value Assessment Plan should be brief and concise. The Value Assessment Plan must NOT exceed 1 page (front side of page only). Any plan that contains names, or fails to meet all of the formatting requirements mentioned above, may, at the Universities sole discretion be marked as nonresponsive and eliminated from the evaluation process. The University also reserves the right, in its sole discretion, to modify a Proposal to remove non-compliant information.

4.9 PAST PERFORMANCE INFORMATION (ATTACHMENTS F, G, H)

The University will analyze past performance information on each of the entities below:

- The Offeror (Firm)
- The Project Manager (Individual that is listed in Attachment A)
- The Site Superintendent (Individual that is listed in Attachment A)
- The Glazing Subcontractor (Subcontractor listed in Attachment A)

For each of these entities, the Offeror shall prepare and submit a Reference List, Customer Surveys, and Past Performance Information Scores as outlined below:

Reference List Requirements (Attachment F)

- For each entity, the Offeror must prepare and submit a list of clients that will evaluate each entity's performance.
- The Project Manager and Site Superintendent can use the same past references as the Firm, provided that they were used on those particular projects.
- The maximum number of references that can be submitted is 5 for each entity. The number of returned surveys will be analyzed along with the actual survey scores.
- The past projects must be installed and operational (the client must be able to respond to the survey questions).
- The past projects do not need to be related (or similar) to the type of services that will be provided in this project.
- The entity cannot have multiple people evaluate the same project (each project for that particular entity must be different).
- The end user/client must complete the survey (the Offeror cannot have other consultants or third parties evaluate the entity's performance).
- The University of Manitoba or its employees cannot be used as a reference.

Survey Questionnaires (Attachment G)

- For each entity, the Offeror must prepare, send out, and collect survey questionnaires to each individual listed on the Reference List.
- The Offeror must modify the return information (located at the bottom of the survey) so that the surveys are returned back to the Offeror.
- All returned survey MUST be evaluated AND signed by the client. If a survey is not signed, it will NOT be counted or considered.
- The Offeror is responsible for making sure that clients receive the survey, complete the survey, and return the survey.
- Returned surveys must be packaged together and submitted with the Offeror's proposal

Past Performance Information Score (Attachment H)

- Once the Offeror has collected all of its surveys, the Offeror is required to generate the Past Performance Information score for each entity.
- The Offeror is required to input all of its returned survey scores, and then average all of the responses together to obtain the Offeror's overall rating.
- The Offeror is required to count the total number of returned surveys to obtain the overall number of returned surveys.

- The University may contact the reference to clarify a survey rating, check for accuracy, or to obtain additional information. If the reference cannot be contacted, the survey will be deleted and no credit given for that reference. The University may also adjust scores/ratings if the University determines that the criteria/requirements have not been followed.

4.10 COST PROPOSAL (ATTACHMENT I)

The Offeror shall prepare and submit Attachment I, which requests the following information:

- The Offeror's Overall Total Project Cost – The total firm-fixed cost shall be used in the analysis. The total firm-fixed cost shall include the cost for everything that is necessary to meet the intent of the University as described in the RFP. This cost shall include (but is not limited to): materials, products, labor, subcontractors, suppliers, equipment, applicable taxes, fees, overhead, profits, travel, and all direct and indirect costs.
- The Offeror's Itemized Prices – The Offeror shall submit itemized prices for all items identified in the Attachment
- The Offeror's Alternative Prices – The Offeror shall submit prices for each alternative identified in the Attachment
- The Offeror's Project Duration – The Offeror shall state the time required to complete the work. The University requires that work of this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the Proposals. The Total Time will be used in the analysis.

SECTION 5 – EVALUATION PROCESS

5.1 OVERVIEW

The University will determine the potential Best-Value Offeror who, in the sole judgment of the University, best meets the RFP requirements. The University reserves the right to clarify, negotiate, or seek additional information, on any Proposal. At any point during the procurement, the University reserves the right to re-scope the project, issue a new solicitation, or cancel the RFP altogether. The University reserves the right to add/delete/modify any criteria or requirement in this RFP if the University deems it to be in their best interest (at the University's sole discretion).

5.2 EVALUATION SUMMARY

Proposals will be prioritized based on the categories described below. Note: Only shortlisted Offerors will be evaluated and receive points for Interviews.

Evaluation Category	Points
Cost	250
Overall Project Duration	50
Interviews	250
Risk Assessment Plan	200
Value Assessment Plan	100
Past Performance Information – Firm	25
Past Performance Information – Project Manager	50
Past Performance Information – Site Superintendent	50
Past Performance Information – Glazing Subcontractor	25
Total	1,000

A sample spreadsheet that includes all of the criteria, weights, and formulas can be found in the attached tender. This spreadsheet is for informational purposes only.

5.3 RESPONSIVE AND RESPONSIBLE

The University shall only consider and evaluate proposals from responsive and responsible Offerors.

To be considered responsive, at a minimum, Offerors must complete and submit all of the required information that is requested in this RFP and its Attachments, and the Proposal must also be delivered on time and to the correct address as identified in this RFP. Any proposal that is unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the Universities sole discretion be marked as non-responsive.

To be considered responsible, at a minimum, Offerors must be presently engaged in providing the services similar to those required in this RFP, must have appropriate licenses, and must be capable of performing the services required outlined in this RFP. The University, in its sole discretion, may reject any proposal in which the Offeror:

- Has unsatisfactorily performed work for the University (in the University's opinion)

- Has a current contract with the University which is not in good standing
- Has had a contract terminated by the University for non-performance
- Is engaged in unresolved disputes or is in litigation with the University
- Has been or is presently debarred, suspended, proposed for debarment, or declared ineligible for award of a contract by any public entity
- Had judgments rendered against them for fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or tax evasion

The University reserves the right to contact any Offeror to clarify any information in its proposal, to request additional information from the Offeror, or to conduct additional investigation about the Offeror not outlined in this RFP. Offerors that do not, or cannot provide the requested information may, at the Universities sole discretion be considered nonresponsive.

5.4 EVALUATION COMMITTEE

An Evaluation Committee will be used to evaluate specific portions of all responsive Proposals (including the Risk Assessment Plan, the Value Assessment Plan, and Interviews). The Evaluation Committee will independently review and score the items comparatively to one another based on a 1, 5, 10 scale. A “10” represents that the item being evaluated is dominantly greater (or has more value) than the average. A “5” represents that the item being evaluated is about average (or there is insufficient information to make a dominant decision). A “1” represents that the item being evaluated is dominantly below the average. Once each member has individually scored each item, their scores will be sent to the Procurement University Representative, or designate who will then average the scores together to obtain the final average score for each of the evaluated criteria.

5.5 SHORTLISTING OFFERORS

The process that the University is expected to follow to shortlist Proposals is outlined below. Note: The University may modify this process if it is in the best interest of the University.

1. All proposals will be reviewed for compliance with the mandatory requirements as stipulated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration. The Procurement University Representative or designate may contact Offerors for clarification of the responses.
2. A Procurement University Representative or designate will assign a unique code to each responsive proposal.
3. A Procurement University representative or designate will provide evaluation documents to each Evaluation Committee member along with coded Risk Assessment Plans and Value Assessment Plans. No cost information or team information will be provided to the Committee members.
4. The Committee members will independently evaluate and score the documents and submit their scores back to the Procurement University Representative or designate.
5. The Procurement University Representative or designate will create a linear matrix model to assist in analyzing and prioritizing the responsive Proposals based on the

- submitted information. The model will analyze: Cost, Risk Assessment Plan, Value Assessment Plan, and Past Performance Information.
6. The Procurement University Representative or designate will present the results of the model to the Evaluation Committee, which will then identify the three highest ranking proposals, and identify them as the Shortlisted Offerors. The Evaluation Committee reserves the right to increase or decrease the number of proposals in this list based on the competitiveness of the proposals.
 7. The Shortlisted Offerors will be required to participate in an interview process.

5.6 INTERVIEWS

The University will conduct interviews with each of the Shortlisted Offerors which may include the following individuals (Note: The University may also request to interview additional personnel):

- Project Manager
- Site Superintendent

The individuals that will be interviewed must be the same person that is identified in the Offeror's Proposal. No substitutes, proxies, phone interviews, or electronic interviews will be allowed. Individuals who fail to attend the interview will be given a "1" score, which may jeopardize the Offeror's competitiveness.

Interviews are expected to last approximately 30 minutes per individual. No other individuals (from the Offeror's organization) will be allowed to sit in or participate during the interview session. Interviewees may not bring notes or handouts. The University may interview individuals separately and/or as a group. Interviewees will be prohibited from making any reference to their proposed cost proposal or cost information. The University may request additional information prior to interviews.

5.7 FINAL PRIORITIZATION OF OFFERORS

After the Shortlisted Offerors have been interviewed, they will be evaluated and scored by the Evaluation Committee. The Procurement University Representative or designate will then create a final linear matrix model for the Shortlisted Offerors based on all of the criteria outlined in section 5.2. Once these Offerors have been prioritized, a Procurement University representative will perform a cost reasonableness assessment as identified in the next section.

5.7 COST REASONABLENESS

The Procurement University Representative or designate will perform a cost reasonableness assessment of the highest ranking Offeror in the following manner:

- If any proposal has a total cost that exceeds 50% above or below the average total cost of all proposals, the University reserves the right to not consider that proposal (regardless of ranking).
- If the highest ranked Offeror's cost is within 10% of the next highest ranked Offeror's Cost, the University reserves the right to proceed to invite the highest ranked Offeror to the Clarification Period.

- If the highest ranked Offeror's cost is 10% higher than the next highest ranked Offeror's Cost, the University reserves the right to invite the second highest ranked Offeror to the Clarification Period (unless the University concludes that there is dominant information to proceed with the highest ranked Offeror).
- The University reserves the right to first consider proposals within budget. If all proposals are over budget, the University may negotiate with the highest ranked proposal(s), or cancel the procurement.

SECTION 6 – CLARIFICATION PERIOD

6.1 OVERVIEW

Prior to award, the apparent Best-Valued Offeror will be required to perform the clarification period functions as outlined in this section. The intent of this period is to allow the apparent Best-Valued Offeror an opportunity to clarify any issues or risks, and confirm that their proposal is accurate. The Clarification Period is carried out prior to the signing of a contract. The University's objective is to have the project completed on time, without any cost increases, and with high customer satisfaction. At the end of the project, the University will evaluate the performance of the Offeror based on these factors, so it is very important that the Offeror preplan the project to ensure there are no surprises.

It is the Offeror's responsibility to ensure that the Offeror understands the University's subjective expectations. It is not the University's responsibility to ensure that the Offeror understands what its expectations are. The Offeror is at risk, and part of the risk is understanding the University's expectations. The Offeror will not be permitted to modify its proposed cost proposal, project durations, or project team (unless through mutual negotiations with the University, in which case the new offer becomes binding).

6.2 REQUIRED ACTIVITIES / DELIVERABLES

The Offeror will be required to preplan the project in detail to ensure that there are no surprises. The Offeror will be required to perform the following (including, but not limited to):

1. Perform a detailed cost verification
 - a. Detailed cost breakdown
 - b. Identify why the cost proposal may be significantly different from competitors
 - c. Review big-ticket items
 - d. Review value added options
 - e. Provide the actually hourly rates of pay of: all the employees, contractors, sub-contractors, and a breakdown of the labour burden or each of the components that make up the difference between the actual hourly rate of pay and the charge out rate.
2. Align expectations
 - a. Identify any potential deal breakers
 - b. Clearly identify what is included and excluded in the proposal
 - c. Review selected any unique technical requirements with the University
 - d. Review interview statements
 - e. Clearly identify University roles and responsibilities
 - f. Review all contract terms and conditions
3. Carefully preplan the project in detail
 - a. Coordinate the project/service with all critical parties
 - b. Revisit the sites to do any additional investigating
 - c. Prepare a detailed project schedule identifying critical milestones
 - d. Prepare a detailed project plan if necessary

4. Identify all assumptions
 - a. Prepare a list of all proposal assumptions (with associated impacts)
 - b. Identify and mitigate all project risks
 - c. Address all client concerns and risks
 - d. Address all risks identified by other proposers
 - e. Address all risks that occurred on previous past projects
5. Identify and mitigate all uncontrollable risks
 - a. Identify all risks or activities not controlled by the Offeror
 - b. Identify the impact of the risks
 - c. Identify what the University can do to mitigate the risks
 - d. Address how unforeseen risks will be managed
6. Performance reports and metrics
 - a. Identify how the Offeror will track and document their performance
 - b. Provide the actual performance metric report
 - c. Identify how the University will document this project as a success
 - d. Review the Weekly Risk Report

6.3 CLARIFICATION DOCUMENT

The potential Best Value Offeror will be required to submit a Clarification Document, that will contain (at a minimum) the information outlined in the previous section. This document will only be performed by the Offeror that is invited to (and successfully completes) the Clarification Period. Any invitation will not constitute a legally binding offer to enter into a contract on the part of the University to the Offeror.

6.4 NEGOTIATION PERIOD

The University reserves the right to negotiate with the potential Best-Valued Offeror during this time period. This may include, but is not limited to, modifying the scope of the project (time, cost, quality, expectations, etc). Any negotiations will not constitute a legally binding offer to enter into a contract on the part of the University or the Offeror.

6.5 RESULT OF NEGOTIATION PERIOD

When the Negotiation Period has been completed, the Offeror shall submit an Amended Clarification Document which shall include any changes to the proposal based on the negotiations with the University. Any offeror's proposal, terminated in accordance with this article, is removed from further participation in this Request for Proposal."

6.6 FAILURE TO ENTER INTO AN AGREEMENT

At any time during the Clarification Period, if the University is not satisfied with the progress being made by the invited Offeror, the University may terminate the Clarification Period activities and then commence or resume a Clarification Period with an alternative Offeror. If the Offeror and University fail to agree to terms, or fail to execute a contract, the University may commence a new Clarification Period with an alternative Offeror. There will be no legally binding relationship created with any Offeror prior to the execution of a written agreement.

SECTION 7 – INTENT TO AWARD AND POST-AWARD METRICS

7.1 NOTIFICATION OF INTENT TO AWARD

No action of the University other than a written notice from the Procurement University Representative to the Offeror, advising of acceptance of the proposal and the University's intent to enter into an Agreement, shall constitute acceptance of the proposal.

7.2 WEEKLY RISK REPORTING SYSTEM

The Weekly Risk Reporting System (WRRS) is a tool for the University in analyzing the performance of the project based on risk. The WRRS does not substitute or eliminate weekly progress reports or any other traditional reporting systems or meetings (that the Offeror may perform). The purpose of the WRRS is to document all risks that occur throughout a project. Risk is defined as anything that impacts project cost or project schedule. This includes risks that are caused by Offeror (or entities contracted by Offeror), and risks that are caused by University (scope changes, unforeseen conditions, etc). The weekly report is an excel file that must be submitted on the Friday of every week. The report is due every week once the Notice to Intent is issued and must be submitted every week throughout the duration of the project until receipt of final payment. Additional education regarding this spreadsheet will be provided during the Clarification Period that outlines how the spreadsheet works, formatting requirements, submission requirements, and other requirements of this system.

7.3 POST PROJECT EVALUATION

Upon completion of the project, the University will evaluate their overall satisfaction of the project. This includes (but is not limited to): overall quality, ability to manage the project, ability to minimize complaints, ability to minimize University efforts, ability to minimize project delays, ability to minimize cost increases, and submission of accurate and timely weekly risk reports.

The final rating on this project will be used to replace the Offeror and its team (Project Manager, Site Superintendent, and critical subcontractors) Past Performance Information scores (refer to Section 4.9) on the next Best-Value project.

SECTION 8 – ADDITIONAL CONDITIONS AND REQUIREMENTS

8.1 AGREEMENT, TERMS AND CONDITIONS

The University and Offeror will execute the standard form CCDC 2 Stipulated Price Contract (the "Contract") with amendments as defined in Section 00800. The Contract is available at: (<http://www.ccdc.org/>) By submitting a proposal, the Offeror is deemed to have accepted the Contract and its Terms and Conditions. Should an Offeror object to the Contract or any of its Terms and Conditions, the Offeror must identify their objection and propose specific alternative language. This must be done in writing to the Procurement University Representative noted in 2.1 by the due date specified in the Procurement Schedule. The University may or may not accept such alternative language. It shall be understood and agreed that if any provisions (including, without limitation, any term, condition, meaning, attachment or deliverable) contained in a proposal is inconsistent with or in conflict with the Terms and Conditions, the provisions of the Terms and Conditions shall prevail and govern.

8.2 BONDING REQUIREMENTS

The accepted Offeror must provide a 50% Performance and 50% Labour and Materials Payment Bond as described in the Contract. The cost of these bonds will be paid for by the Offeror and are to be included in Offer.

8.3 INSURANCE REQUIREMENTS

The awarded Offeror is expected to provide insurance coverage as required by the University. The insurance must name the University as an additional insured or provide a completed Certificate of Insurance showing the same information.

8.4 PERMITS

The Offeror shall apply for and pay for all building permits. All costs associated with the permits shall be included in the Base Bid. The Offeror shall be responsible for the procurement of permits, licenses, inspections and certificates which are necessary for the performance of the Work. The Base Bid shall include the cost of these permits, licenses, inspections, and certificates and their procurement.

8.5 DURATION OF OFFER

Responses to this RFP, including proposal prices, will be considered firm for sixty (60) days after the due date for receipt of proposals or amended proposals which may be permitted in this RFP.

8.6 INCURRED COST

The University is neither liable nor responsible for any costs incurred by the Offeror in the preparation, submission or presentation of its proposal. The Offeror will not be reimbursed for any costs associated with the procurement of this project.

8.7 NO OBLIGATION

This procurement in no manner obligates the University to issue an award. The University reserves the right, in its sole and absolute discretion, to: accept any proposal, reject any proposal or any part thereof, reject all proposals, and accept a proposal which

is not the lowest priced proposal or the highest scoring proposal as may be permitted by this RPF.

8.8 RIGHT TO MAKE MODIFICATIONS

The University reserves the right in its sole discretion to waive minor irregularities, make modifications to the procurement, or make modifications to the requirements as set out in this RFP. The University also reserves the right, in its sole discretion, to modify a proposal to remove non-compliant information.

8.9 DUE DILIGENCE

The University reserves the right to contact any Offeror to clarify any information in its proposal. The University reserves the right to perform its own due diligence on any Offeror. The University also reserves the right to request additional information not described in this RFP (such as detailed financial information, additional references, etc). Offerors that do not, or cannot provide the requested information may be considered nonresponsive.

8.10 OWNERSHIP OF PROPOSALS

All proposals and documents submitted in response to the RFP will become the property of the University.

8.11 OFFEROR RESPONSIBILITY

Any contract that may result from this RFP shall specify that the Offeror is solely responsible for fulfillment of the contract with the University. The Offeror shall be responsible for their subcontractors, suppliers, or any other parties that they contract with. The Offeror shall be wholly responsible for the entire performance whether or not subcontractors are used.

8.12 DISCLOSURE OF PROPOSAL CONTENTS

During the procurement process, proposals will not be made public. The University reserves the right to make specific proposal or evaluation information available after award has been made.

8.13 DEBRIEFING

The University will make its best attempt to provide a debriefing on the evaluation and award of this project to all Offerors within ninety (90) days of award on request. The purpose of the debriefing is to provide general feedback on the evaluation process, including strengths and weaknesses of all proposals in general.

8.14 CONFLICT OF INTEREST

Offerors shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with the University's best interests. Upon becoming aware of a conflict relating to this procurement the Offeror shall immediately contact and disclose the relevant information pertaining to the conflict to the Procurement University Representative noted in 2.1.

8.15 GOVERNING LAW

This procurement and any award that may result shall be governed by the laws of the Province of Manitoba.

8.16 EMAIL REQUIREMENTS

A large part of the communication regarding this procurement will be conducted by electronic mail (email). The Offeror must have a valid email address to receive this correspondence.

8.17 USE OF ELECTRONIC VERSIONS OF THIS RFP

This RFP is being made available by electronic means. The Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the University, the version maintained by the University shall govern.

8.18 SAFETY ORIENTATION All personnel working for any contractor and/or sub-contractor at any University of Manitoba site are expected to have attended the University's Safety & Orientation session. This session is approximately three to four hours long. Attendance can be arranged by contacting the Environmental Health & Safety Office at 474-6633. Further information is available at:
http://www.umanitoba.ca/admin/human_resources/ehso.

8.19 DEFINITIONS

Contract Documents: Defined in CCDC 2, 2008 Edition, Definitions.

Bid Documents: Contract Documents supplemented with Instructions to Bidders, Proposal

Form, and Supplementary Forms identified herein.

Proposals, Offer, or Proposing: Act of submitting an offer under seal.

Proposal Price: Monetary sum identified in Proposal Form as an offer to perform work.

ATTACHMENT A – PROPOSAL FORM

COMPANY AND CONTACT INFORMATION

Name of Company: _____

Contact Information – Individual that can contractually obligate the Offeror/Firm

Name	
Title	
Email	
Telephone	
Fax	
Address	

Contact Information – Individual that can be contacted for clarification on this proposal

Name	
Title	
Email	
Telephone	
Fax	

ADDENDA ACKNOWLEDGEMENT

Offeror acknowledges receipt of the following addenda, and has incorporated the requirements of such addenda into the proposal (*List all addenda dates issued for this RFP and initial*):

No.	Date/Initials	No.	Date/Initials
No.	Date/Initials	No.	Date/Initials

SIGNATURE

This proposal must be signed by the person authorized to contractually obligate the organization.

<i>Printed Name</i>	
<i>Signature</i>	
<i>Date Signed</i>	

CRITICAL TEAM MEMBERS

Name of Project Manager¹ _____

Name of Site Superintendent² _____

Name of Glazing Subcontractor _____

¹The Project Manager is the individual who will be the daily point of contact throughout this project. This individual cannot be removed or replaced from this position for the duration of the contract.

²The Site Superintendent cannot be removed or replaced from this position for the duration of the contract.

CERTIFICATIONS

No	Criteria	Response*
1	The Offeror has read the entire RFP and clearly understands the intent of the scope	True / False
2	The Offeror is willing and able to comply with all terms and requirements described in the RFP including any included standard form agreement and its terms and conditions	True / False
3	The Offeror is presently engaged in the business of providing the services & work required in this RFP	True / False
4	The Offeror confirms that they can obtain, and maintain a Performance and Payment Bond in the amount of the awarded contract	True / False
5	The Offeror confirms that it has the financial strength to perform the services required under this RFP	True / False
6	The Offeror can provide (if requested) financial records for the organization for the past three years	True / False
7	The Offeror certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any Public entity	True / False
8	Within the past five years, the Offeror certifies that they have not been convicted or had civil judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or tax evasion	True / False
9	The Offeror certifies that the Offeror has not been a party to a criminal proceeding in the past 10 years	True / False
10	The Offeror has not had any contracts terminated by the University (within the past five years)	True / False
11	The Offeror certifies that there is no pending litigation against the Offeror	True / False
12	Offeror certifies that Offeror has reviewed the University's Policy and procedures relating to Conflict of Interest and does not have a possible conflict of interest with any employee involved in this solicitation and/or ensuing -contract. (this Policy and the procedures are posted on the University's website and are available on request)	True / False

* Failure to answer, or answering "False" may be grounds for disqualification. Please attach additional information on any subject where the Offeror responded "False" to a question above.

TERMS AND CONDITIONS CHECKLIST

No	Criteria	Response*
1	The Offeror accepts the University Terms and Conditions as stated in this RFP	True / False

* Failure to answer, or answering "False" may be grounds for disqualification. Please attach additional information on any subject where the Offeror responded "False" to a question above.

ATTACHMENT B – TEAM QUALIFICATIONS

OFFEROR QUALIFICATIONS

No	Criteria	Response
1	How many consecutive years has the organization been in business under the same current name?	
2	Has the organization been involved in any mergers, acquisitions, or sales of the organization within the last ten years?	Yes No
3	Has the organization worked with the University of Manitoba (currently or in the past)	Yes No
4	How many years has the organization been performing the services sought under this RFP?	

PROJECT MANAGER QUALIFICATIONS (Individual listed in Attachment A)

No	Criteria	Response
1	How many years of experience has the individual had on the services sought under this RFP?	
2	How many years of experience has the individual had as a Project Manager?	
3	How long has the individual been employed at your organization?	
4	How long has the individual been a Project Manager at your organization?	
5	How many similar projects has the individual managed as a Project Manager?	

SITE SUPERINTENDENT QUALIFICATIONS (Individual listed in Attachment A)

No	Criteria	Response
1	How many years of experience has the individual had on the services sought under this RFP?	
2	How many years of experience has the individual had as a Site Superintendent?	
3	How long has the individual been employed at your organization?	
4	How long has the individual been a Site Superintendent at your organization?	
5	How many similar projects has the individual managed as a Site Superintendent?	

GLAZING SUBCONTRACTOR QUALIFICATIONS

No	Criteria	Response
1	How many consecutive years has the organization been in business under the same current name?	
2	How many years has the organization been performing the services sought under this RFP?	

ATTACHMENT C – PROJECT PLAN

Do not list any names that can be used to identify the Offeror.

SECTION 1 – PROPOSAL SUMMARY (1 Page Maximum)

ATTACHMENT C – PROJECT PLAN

Do not list any names that can be used to identify the Offeror.

SECTION 2 – PROJECT ASSUMPTIONS (1 Page Maximum)

ATTACHMENT C – PROJECT PLAN

Do not list any names that can be used to identify the Offeror.

SECTION 3 – EXPECTATIONS AND RESPONSIBILITIES (1 Page Maximum)

ATTACHMENT D – RISK ASSESSMENT PLAN TEMPLATE

Do not list any names that can be used to identify the Offeror. Do not list any cost information. Offeror may add/delete additional rows to identify additional risks, but do not exceed the page limit

SECTION 1 – ASSESSMENT OF CONTROLLABLE RISKS (1 Page Maximum)

Risk 1: _____
Why is it a Risk: _____
Solution: _____

Risk 2: _____
Why is it a Risk: _____
Solution: _____

Risk 3: _____
Why is it a Risk: _____
Solution: _____

Risk 4: _____
Why is it a Risk: _____
Solution: _____

Risk 5: _____
Why is it a Risk: _____
Solution: _____

ATTACHMENT D – RISK ASSESSMENT PLAN TEMPLATE

Do not list any names that can be used to identify the Offeror. Do not list any cost information. Offeror may add/delete additional rows to identify additional risks, but do not exceed the page limit

SECTION 2 – ASSESSMENT OF NON-CONTROLLABLE RISKS (1 Page Maximum)

Risk 1: _____
Why is it a Risk: _____
Solution: _____

Risk 2: _____
Why is it a Risk: _____
Solution: _____

Risk 3: _____
Why is it a Risk: _____
Solution: _____

Risk 4: _____
Why is it a Risk: _____
Solution: _____

Risk 5: _____
Why is it a Risk: _____
Solution: _____

ATTACHMENT E - VALUE ASSESSMENT PLAN TEMPLATE

Do not list any names that can be used to identify the Offeror. Do not list any cost information. Offeror may add/delete additional rows to identify additional value added options. Do not exceed the page limit

VALUE ADDED OPTIONS (1 Page Maximum)

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

Item 5: _____

ATTACHMENT F - REFERENCE LIST

Past Project List (Offeror Firm)

No	Project Name	Point of Contact	Phone	Date Installed	Awarded Cost	Final Cost
1						
2						
3						
4						
5						

Past Project List (Project Manager*)

No	Project Name	Point of Contact	Phone	Date Installed	Awarded Cost	Final Cost
1						
2						
3						
4						
5						

Past Project List (Site Superintendent*)

No	Project Name	Point of Contact	Phone	Date Installed	Awarded Cost	Final Cost
1						
2						
3						
4						
5						

Past Project List (Glazing Subcontractor*)

No	Project Name	Point of Contact	Phone	Date Installed	Awarded Cost	Final Cost
1						
2						
3						
4						
5						

**Must be references for the entities listed in Attachment A*

ATTACHMENT G - SURVEY QUESTIONNAIRE UNIVERSITY OF MANITOBA

To: _____
(Name of person completing survey)

Phone: _____ Fax: _____

Subject: Past Performance Survey of: _____
(Name of Offeror/Company)

(Name of Project Manager/Site Superintendent)

The University of Manitoba is implementing a process that collects past performance information on Offeror. The Offeror listed above has listed you as a client for which it has previously performed work. The University greatly appreciates your time in completing this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Client Name: _____

Project Name: _____

Date Implemented: _____

NO	CRITERIA	UNIT	RESPONSE
1	Ability to manage the project cost	(1-10)	
2	Ability to maintain project schedule	(1-10)	
3	Quality of workmanship	(1-10)	
4	Close out process	(1-10)	
5	Ability to communicate and document risks on the project	(1-10)	
6	Ability to follow the users rules, regulations, and requirements	(1-10)	
7	Overall customer satisfaction	(1-10)	

Please identify the greatest risks/problems/challenges that were faced or encountered during the delivery of the project, and those faced after the project was complete:

Printed Name (of Evaluator) _____

Signature (of Evaluator) _____

Thank you for assisting the University of Manitoba in this important endeavor.
Please fax the completed survey to: [<<Enter Offeror's Fax Number>>]

ATTACHMENT H - PAST PERFORMANCE INFORMATION SCORE

Enter all of the survey data scores for each entity listed below

Offeror Past Performance Score

No	Criteria	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Average
1	Ability to manage the project cost						
2	Ability to maintain project schedule						
3	Quality of workmanship						
4	Close out process						
5	Ability to communicate and document risks						
6	Ability to follow rules, regulations, requirements						
7	Overall customer satisfaction						
Overall Average Score:							
Total Number of Surveys Returned:							

Project Manager Past Performance Score

No	Criteria	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Average
1	Ability to manage the project cost						
2	Ability to maintain project schedule						
3	Quality of workmanship						
4	Close out process						
5	Ability to communicate and document risks						
6	Ability to follow rules, regulations, requirements						
7	Overall customer satisfaction						
Overall Average Score:							
Total Number of Surveys Returned:							

Site Superintendent Past Performance Score

No	Criteria	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Average
1	Ability to manage the project cost						
2	Ability to maintain project schedule						
3	Quality of workmanship						
4	Close out process						
5	Ability to communicate and document risks						
6	Ability to follow rules, regulations, requirements						
7	Overall customer satisfaction						
Overall Average Score:							
Total Number of Surveys Returned:							

Glazing Subcontractor Past Performance Score

No	Criteria	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Average
1	Ability to manage the project cost						
2	Ability to maintain project schedule						
3	Quality of workmanship						
4	Close out process						
5	Ability to communicate and document risks						
6	Ability to follow rules, regulations, requirements						
7	Overall customer satisfaction						
Overall Average Score:							
Total Number of Surveys Returned:							

ATTACHMENT I – COST PROPOSAL

TOTAL PROJECT COST AND ITEMIZED PRICES

The Contractor shall submit Itemized Prices and an overall total project cost for this project. The Itemized Prices described herein are to be included in the overall total project cost. Generally, Itemized Prices are required for information or accounting purposes only, however, the University reserves the right to delete the product or portion of the work included under each Itemized Price from the Tendered Price based on pending funding for the work. Submit complete and accurate prices for each Itemized Price, including overhead and profit, all labour and materials. Include in the Itemized Price all costs for Work by all Sub-contractors whose Work is affected. Claims for additional extras to the Contract due to the deletion of an Itemized Price will not be accepted.

ITEM	DESCRIPTION	FIXED PRICE
1	Mobilization, permits, insurance and other start-up costs.	\$
2	Preparatory work, exterior site protection, access, etc.	\$
3	Interior site protection including the supply, install and maintain interior dust, weather and draft hoardings throughout the building. Note building is run under negative pressure.	\$
4	Laboratory testing of one Type "W17" window by an independent test laboratory including complete written report. Price to include supply and delivery of window to test facility. Note: If additional testing is required for any window not meeting the specifications, ALL COSTS for additional testing, test window supply and delivery, etc. will be borne by the Contractor.	\$
5	Supply and install new aluminum frame and new steel one-hour fire rated frame windows as indicated in the drawings and specifications including field measuring, glazing (ceramic coated for fire-rated), all connections, flashings, insulation, wall repairs (including but limited to plaster and drywall repairs), painting corner to corner, sealing, finishing, etc. Work to commence on the west elevation. Includes obscured glazing in washrooms.	\$
6	Demobilization, site clean-up, etc.	\$
7	Testing Cash Allowance	\$ 5,000.00

TOTAL FIXED PRICE (Exclusive of G.S.T.) \$

G.S.T. \$

TOTAL FIXED PRICE (Inclusive of G.S.T.) \$

PROJECT DURATION

Project Duration (Substantial): _____ (Calendar Days)

Note: This duration includes the total time from the Notice To Proceed date, to substantial completion.

Project Duration (Total Time): _____ (Calendar Days)

Note: This duration includes the total time from the Notice To Proceed date to final project payment. This should include warranties, complete punch list items, commissioning, and final payment.

ALTERNATE PRICES

An Alternate Price is the price difference for substitution of a specified product or portion of the work with an alternative product or portion of the work. Alternative Prices are to be indicated as an ADDITION TO or DEDUCTION FROM the total project cost. Acceptance of Alternative Prices at any time during the period from time of submittal of the Tender through the period of the Contract is at the sole discretion of the University. Submit complete and accurate prices for each Alternate Price, including overhead and profit, all labour and materials. Include in the Alternate Price all costs for Work by all Sub-contractors whose Work is affected.

ITEM	DESCRIPTION	INDICATE IMPACT	COST IMPACT
1	Delete supply and installation of Level 400 Windows W9, W22, W23, W24, W25, W26 and W27.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
2	Supply and install fixed windows in lieu of the specified double hung windows at Level 100 on Grid Line A between Grid Lines 1 and 5 and Level 200 on Grid Line A between Grid Lines 5 and 6 and on Grid Line E between Grid Lines 1 and 6. Windows to have muntin bars affixed to the interior and exterior glass surfaces to match the existing sash/glazing configuration.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
3	Supply and install fixed windows in lieu of the specified operable units at Level 100 on Grid Line B between Grid Lines 5 and 10, Level 200 on Grid Line A between Grid Lines 1 and 5, and at Level 300 on Grid Lines A and E. Windows to have muntin bars affixed to the interior and exterior glass surfaces to match the existing sash/glazing configuration.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
4	Supply and install fixed windows in lieu of the specified Awning windows at all locations. Windows to have muntin bars affixed to the interior and exterior glass surfaces to match the existing sash/glazing configuration.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
5	Cost to provide dark bronze anodized finish in lieu of medium bronze anodized finish. Samples to be submitted by Contractor.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
6	Cost to provide light bronze anodized finish in lieu of medium bronze anodized finish. Samples to be submitted by Contractor	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
7	Cost to tint all glazing on the south and west elevations. Samples to be submitted by Contractor. Colour choice by Owner.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
8	Cost to tint all glazing on the east elevation. Samples to be submitted by Contractor. Colour choice by Owner.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$
9	Supply and install one hour fire rated wired glass and frame in lieu of ceramic coating glazing and frame. Refer to S-12.	<input type="checkbox"/> Add <input type="checkbox"/> Delete	\$

Unit Prices

Unit prices include all labour, materials, products, equipment, services, and respective overhead, profit, taxes (not including GST) and disbursements and related charges and represent the actual cost or credit to the Owner.

The following is a list of unit prices applicable to both additions and deductions to/from the work.

Item	Description	Estimated Quantity	Contract Unit Price	Estimated Total Price
1	Miscellaneous Grouting Repairs			
	.1 Supply and install grout as per Section 04750: 0" – ½" depth.	200 sq. ft.	\$ /0.5 sq. ft.	\$
	.2 Supply and install grout as per Section 04750: over ½" - 3" depth.	100 sq. ft.	\$ /0.5 sq. ft.	\$
2	Masonry Repairs			
	.1 Method A: Mortar Joint Repointing	200 lin. ft.	\$ /lin. ft.	\$
	.2 Method B: Face Pinning of Stone using Helifix Anchors	5 anchors	\$ /anchor	\$
	.3 Method C: Stone Patching with Repair Mortar	2 sq. ft.	\$ /sq. ft.	\$
	.4 Method D: Epoxy Injection of Cracks	5 lin. ft.	\$ /lin. ft.	\$
TOTAL UNIT PRICE (Exclusive of G.S.T.)				\$
G.S.T.				\$
TOTAL UNIT PRICE (Inclusive of G.S.T.)				\$