



Small Project Work - Expression of Interest

Submittal Requirements

Corporate Information:

Full Legal Company Name	
Operating Name <i>(if different from above)</i>	
Street Address	
Mailing Address <i>(including postal code)</i>	
Website	
GST Registration Number	
Year Established	

Company Owners/Officers/Partners/Principals:

Name	Title

Primary Contact Person:

Name	
Title	
Phone Number	
E-Mail Address	

Declaration of Potential Conflict of Interest:

The undersigned Applicant hereby declares on its own behalf that and all persons who were involved in the preparation of the Applicant's Proposal, to the best of its knowledge, having made all necessary inquiries and investigations to permit the Applicant to make this Conflict-of-Interest Declaration, that:

No person involved in the preparation of the Applicant's Proposal has any relationship(s) with any employee(s) of the University that could constitute a Conflict of Interest as defined in this RFQ, or unfair advantage, or could otherwise affect or impair the integrity of this RFQ Process.

The statement is true and accurate.

Authorized Signatory of Applicant: _____

Position: _____

Financial Reference:

Name of Financial Institution	
Contact Person	Name: Phone Number:

Indicate if the University may contact the above financial institution to obtain relevant credit information. Circle one: Yes / No

If response is NO, please provide an explanation as to why the University cannot make such contact.

Bonding Reference:

Name of Bonding Company	
Contact Person	Name: Phone Number:
Total Bonding Capacity	\$

Identify all instances of the bonding company completing the work of the applicant. Provide description of the project and associated circumstances.

Insurance:

Provide a letter signed by a licensed insurance broker stating that the applicant is eligible to purchase the required insurance if selected to provide services, as noted below.

Please note that future bid may require project-specific insurance coverage beyond the minimum requested in this document.

If the applicant's insurance policy expires during the term of the contracted work, it is the applicant's responsibility to provide the University with the updated proof of insurance.

Required Insurance:

Commercial General Liability	The Commercial General Liability policy shall include the Owner and Consultant as additional Named Insureds. Construction Cost Under \$200,000 (two-hundred thousand dollars): Contractor to carry Commercial General Liability Insurance shall be with limits of not less than \$2,000,000 (2 million dollars) per occurrence. Policy shall have an aggregate limit of not less than \$2,000,000 (2 million dollars) within any policy year with respect to completed operations. Policy shall have a deductible not exceeding \$5,000 (five-thousand dollars).
Automobile Liability	Automobile liability insurance in respect of vehicles that are required by law to be insured under a contract by a Motor Vehicle Liability Policy, shall have limits of not less than \$2,000,000 (two million dollars) inclusive per occurrence for bodily injury, death and damage to property, covering all vehicles owned or leased by the <i>Contractor</i> .

Safety Certification:

The University requires that all prequalified contractors maintain COR/SECOR Certification (as administered by the Construction Safety Association of Manitoba) throughout the term of the prequalification period.

Provide the following information regarding the applicant's COR Certification status along with a copy of applicant's current COR/SECOR certificate:

COR/SECOR Certification Number:	
Date of Last External Audit:	
Certification Expiry Date:	

WCB Clearance:

As listed below, if applicable to the Place of Work, provide workers compensation information for the previous three calendar years:

Calendar Year	2020	2021	2022
Industry classification code, or equivalent			
Industry base rate			
Company experience rate			
Fatalities			
Lost time incident frequency rate (LTIF) Based on 200,000 hours			
Total recordable incident frequency (TRIF)			

Relevant Project Experience

Provide information and description of relevant projects completed within the last five (5) years. This could include work completed at the University or work elsewhere but with relevance to university work. Examples of work types at the University:

- Labs, libraries, greenhouses, classrooms and assembly spaces, office renovations, service room / equipment work
- Work in new buildings, historic buildings
- Working in occupied spaces, environments with hazardous materials present

Project Name / Location	Year Comp	Work value	Relevant characteristics

