



# CADILLAC FAIRVIEW

## CONTRACTOR'S PREQUALIFICATION APPLICATION PROJECTS & SERVICES

### INSTRUCTIONS

1. All existing and interested contractors, who want to provide on-site services to The Cadillac Fairview Corporation Limited (“Cadillac Fairview”), are required to complete the pre-qualification application.
2. Existing or pre-qualified contractors (see pre-qualification criteria page 6) must complete section I and III.
3. Interested service providers, that are asking to perform work for Cadillac Fairview for the first time, or do not meet the criteria as described in 2 above, must complete sections I, II & III.
4. Required documents must accompany the application and provide minimum coverage, as outlined on page 10. Cadillac Fairview reserves the right to not accept your submission, if the required documents are not provided in a timely manner or the minimum requirements are not met.
5. As soon as this application is completed, please send a copy to your property contact. A written confirmation will be returned by your property contact to advise whether the application has been accepted or rejected.
6. All existing contractors must complete the application within one year from October 2008.

**Thank you for your interest in Cadillac Fairview.**

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# CADILLAC FAIRVIEW

## CONTRACTOR'S PREQUALIFICATION APPLICATION

### PROJECTS & SERVICES

Application of: \_\_\_\_\_  
(Contractors Registered Company Name)

This is a pre-qualification application for the: \_\_\_\_\_  
(Name of Project, if applicable)

at \_\_\_\_\_  
(Property Name)

OR

Check the services you provide:

- |  |   |
|--|---|
| <input type="checkbox"/> Asphalt                     | <input type="checkbox"/> Pest Control               |
| <input type="checkbox"/> Communications/PA           | <input type="checkbox"/> Plumbing                   |
| <input type="checkbox"/> Demolition                  | <input type="checkbox"/> Roofing                    |
| <input type="checkbox"/> Doors                       | <input type="checkbox"/> Security Systems/Services  |
| <input type="checkbox"/> Electrical                  | <input type="checkbox"/> Snow Removal               |
| <input type="checkbox"/> Fencing                     | <input type="checkbox"/> Walls/Foundations          |
| <input type="checkbox"/> Flooring                    | <input type="checkbox"/> Waste/Recycling            |
| <input type="checkbox"/> General Contracting         | <input type="checkbox"/> Window Replacement/Glazing |
| <input type="checkbox"/> Handicap Accessibility      | <input type="checkbox"/> Janitorial                 |
| <input type="checkbox"/> HVAC/Mechanical             | <input type="checkbox"/> Other (Please Specify):    |
| <input type="checkbox"/> Interior Renovations        | _____   |
| <input type="checkbox"/> Landscaping                 |   |
| <input type="checkbox"/> Life Safety/Fire Protection |   |
| <input type="checkbox"/> Painting                    |   |

The Cadillac Fairview Corporation Limited ("Cadillac Fairview") will only consider service or quotations from pre-qualified Trade Contractors and Consultants. If you wish to participate on projects or provide services, this statement must be completed and submitted. Please complete this form and return it promptly to the person who requested it. Failure to do so may result in disqualification.

# THE CADILLAC FAIRVIEW CORPORATION LIMITED

## CONTRACTOR'S PRE-QUALIFICATION FORM

This document is intended to provide information on the capacity, skill and experience of the Contractor. Applicants may supplement information requested with additional sheets, if required.

### SECTION I

#### 1. Submitted by:

Firm Name: \_\_\_\_\_

(Provide complete legal name)

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business E-mail: \_\_\_\_\_ GST #: \_\_\_\_\_

a) For companies who bill on a monthly basis, is it your intention to transact electronically over the next 12 months? (check one)

Yes

No

N/A

b) Cities for which you are applying \_\_\_\_\_

c) If applying for a service related project, can you provide local factory trained representatives in the city for which you are applying? (check one)

Yes

No

N/A

#### 2. Legal Structure of Contractor:

Year Established: \_\_\_\_\_

Type of Company:

Joint Venture

Corporation

Partnership

Registered

Sole Proprietor

Other: \_\_\_\_\_

Names and Titles of Owners, Officers, Partners,

Principals: \_\_\_\_\_

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Are any owners, officers, partners or principals at your organization **related** to any staff member(s) at Cadillac Fairview Corporation Ltd. **If yes**, please indicate name, relationship, and department below.  
(Related is defined as: a member of the family (including spouse, children, parents, siblings, nieces and nephews, cousins, and in-laws) or any other person living in the household.)

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Note: This information is being collected to identify potential conflict of interest situations. It may not preclude your organization from participating in the RFQ process at The Cadillac Fairview

**3. Key site supervisory personnel to be assigned to Cadillac Fairview properties:** (Please attach resume including qualifications and experience)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Period Employed: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Period Employed: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Period Employed: \_\_\_\_\_

**4. List the names of qualified trades people who will be providing service at Cadillac Fairview and provide copies of the Certificate of Qualifications and or trades licenses and expiry dates.**

Employee Name: Certificate #: Certificate Description: Expiry date:

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**Apprentice(s) on staff who will be providing service at Cadillac Fairview:**

Employee Name: Trade: Year of Graduation:

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**5. Provide us a list of your subcontractors that you intend to use to provide service at Cadillac Fairview:**

Name of Company (sub trade): Trade: License #:

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**Pre-qualified service providers, please STOP HERE. If you do not meet the following criteria, complete Section II.**

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**Criteria for Pre-Qualification:**

You are not obligated to complete section II if the following applies:

- You have an existing service agreement with Cadillac Fairview.
- Or had a service agreement (minimum, two consecutive years) with Cadillac Fairview, in the last five years.
- Or your volume of service averaged in excess of \$1500 annually over the past three years.

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**SECTION II**

**6. Financial References:**

a) Bonding Company: \_\_\_\_\_ Bonding Limit: \$ \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_ Business Email: \_\_\_\_\_

Has your bonding company or agent of any bonding company ever completed Cadillac Fairview work? If yes, where, when and why?

a) Insurance Company: \_\_\_\_\_ Bonding Limit: \$ \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_ Business Email: \_\_\_\_\_

**7. Similar service work completed over the last five years:**

a) Project Title/Service Contracts/Location and Description:

\_\_\_\_\_  
\_\_\_\_\_

Date Completed: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

Sub-contract Value \$ \_\_\_\_\_

Value payable to your organization \$ \_\_\_\_\_

Owner: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Consultant: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

b) Project Title/Service Contracts/Location and Description:

\_\_\_\_\_  
\_\_\_\_\_

Date Completed: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_  
Sub-contract Value \$ \_\_\_\_\_  
Value payable to your organization \$ \_\_\_\_\_

Owner: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Consultant: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_



c) Project Title/Service Contracts/Location and Description:

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Date Completed: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

Sub-contract Value \$ \_\_\_\_\_

Value payable to your organization \$ \_\_\_\_\_

Owner: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Consultant: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Refer to: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

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**End of Section II**

**SECTION III**  
**REQUIREMENTS**

**To be considered for work with Cadillac Fairview, the following documents must accompany the Contractor's Pre -qualification Form:**

1. Copy of current provincial government Certificates of Qualification and or trade licenses covering trades people, officers of firm and apprentices listed in this questionnaire.
2. Letter from a nationally recognized surety company stating total bonding limit, current bonding committed; and confirming availability of required bonding for projects. The following may be required: 10% bid bond, 50% performance bond and 100% performance bond for projects in excess of \$1,000,000.00.  
**If you are not bondable you will only be considered for work under \$30,000. A certified cheque in trust will be required.**
3. A certificate of insurance from the Insurance Agent confirming Comprehensive General Liability on an "occurrence basis" with inclusive limits of not less than \$5,000,000 and standard owner's form Automobile Insurance with inclusive limits of not less than \$1,000,000.
4. Workers Compensation Certificate of Clearance indicating the firm's injury frequency over the last five years as well as proof of no Health and Safety convictions within the last 5 years.
5. Proof of WHMIS or other Health & Safety courses required by OSHA (Occupational Health & Safety Act) and Asbestos Training. YES / NO
6. A copy of your company's Health and Safety Policy. YES / NO

I declare that the information provided is true and correct to the best of my knowledge:

Name of Applicant:	Print:	Sign:	
Company Name:			
Business Address:	City:	Province:	Postal Code :
Business Phone:	Business E-mail:		

You will be contacted by Cadillac Fairview to verify the above is correct.

Name of CF Contact:			
Property Name:			
Address:	City:	Province:	Postal Code:
Business E-mail:			

## **Rules and Evaluation**

### **Pre-qualification of Trade Contractor and Consultants**

#### **Evaluation:**

1. Upon receipt of the contractors/consultants responses, Cadillac Fairview will review your submission to ensure the contractors/consultants compliance with pre-qualification requirements. Cadillac Fairview reserves the right not to accept any deviations from the requirements of the application.
2. The following factors will be considered in the evaluation of the statements of Pre-qualification:
  - Completeness of response of Statement requirements.
  - Qualifications of key individuals
  - Related experience
  - Bonding/Financial capabilities
  - References
3. Cadillac Fairview reserves the right to require clarification from applicants.
4. The contractor will be expected to update this submission with any material changes on a timely basis. Updates will be requested from time to time to maintain a pre-qualified status.
5. Acceptance/Rejection of Responses
  - A written confirmation will be sent to you by your property contact once your application has been accepted or rejected.

**RFQ's will be requested from pre-qualified contractors only**

**Response Rules:**

1. Issuance of this invitation to pre-qualify in no way constitutes a commitment by Cadillac Fairview to award contracts or service to any contractor/consultant or to pay any costs incurred by any contractor/consultant in preparing a response or otherwise in relation to this statement.
2. Cadillac Fairview reserves the right to conduct additional pre-qualifications for specific projects.
3. The responses and accompanying documentation submitted by contractor/consultants become the property of Cadillac Fairview and will not be returned.
4. The applicant is obligated to inform the Cadillac Fairview, in a timely manner, of any changes to key personnel, ownership, bonding capability, financial position or any other information, which may affect its pre-qualified status with Cadillac Fairview.
5. Responses are retained for a minimum period of three years, or as otherwise determined appropriate by Cadillac Fairview in its sole discretion. After three years, renewal may be requested by Cadillac Fairview.
6. Cadillac Fairview reserves the right to ask for updated statement information at its discretion.

**All contractors/consultants must complete the pre-qualification form, regardless of exemption status. Please complete the areas where indicated.**

## Pre-qualification Checklist

<b>Mandatory requirements for pre-qualification:</b>	<b>Check (x)</b>
1. \$5 million liability insurance	<input type="checkbox"/>
2. \$1 million auto insurance	<input type="checkbox"/>
3. WSIB documentation	<input type="checkbox"/>
4. Section I (completed in full)	<input type="checkbox"/>
5. Received a copy of all Trade Licenses and Certificates	<input type="checkbox"/>
6. Section III (Signed)	<input type="checkbox"/>
7. Database Updated	<input type="checkbox"/>
8. Copy of the Health & Safety Policy	<input type="checkbox"/>
9. Proof of WHMIS, Asbestos Training or other Health & Safety courses required by OSHA (Occupational Health & Safety Act- valid only 3 years), Fall Arrest Training, confined space and lock and tag where applicable:	<input type="checkbox"/>
10. Conflict of interest relationship does <u>not</u> exist (if so, contact your Manager or corporate Legal Department)	<input type="checkbox"/>

**Note:** If electronic, double click box and choose default value (Checked).

### **Mandatory if not pre-qualified or circumstances require:**

- |   |                          |
|---|--------------------------|
| 11. Section II (if pre-qualification not met)     | <input type="checkbox"/> |
| 12. Letter from Surety Company with Bonding Limit | <input type="checkbox"/> |
| 13. Certified cheque in trust, if not bondable    | <input type="checkbox"/> |

**Note:** Failure to check 1 thru 10 may result in a rejection of the application.