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Toronto Catholic District School Board  
Materials Management Department  
80 Sheppard Avenue East,  
Toronto, ON M2N 6E8  
Phone: 416/222-8282  
Fax: 416/512-3440  
[www.tcdsb.org](http://www.tcdsb.org)

## CONTRACTOR'S PREQUALIFICATION FORM

Name of Contractor: \_\_\_\_\_

Check the type of work you are interested in:

- Demolition
- Exterior Doors
- Exterior Walls/Foundations
- Roofing
- Window Replacement/Glazing
- Window/Stage Drapes
- Flooring
- Operable Wall Partitions
- Painting
- Handicap Accessibility
- Communications/PA
- Electrical
- HVAC/Mechanical
- Life Safety/Fire Protection
- Plumbing
- Security Systems
- Interior Renovations
- Portable Moving
- Fencing
- Landscaping/Site Work
- Asphalt Paving
- Other (Please Specify): \_\_\_\_\_

**TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

**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.

**1. Submitted by:**

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

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

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

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

**Note:** It is the Boards intention to advertise to bidders and post notices electronically.

**2. Legal Structure of Contractor:**

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

\_\_\_\_ Joint Venture    \_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ Registered    \_\_\_\_ Sole Proprietor

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

Names and Titles of Officers, Partners, Principal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Financial References:**

a) Bank Name: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

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

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

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

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

E-mail: \_\_\_\_\_

c) Insurance Company: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

**4. Identify with check mark the size of projects your firm wishes to be considered for:**

\_\_\_\_\_ \$0 -\$25,000    \_\_\_\_\_ \$25,000 -\$100,000    \_\_\_\_\_ \$100,000 -\$200,000    \_\_\_\_\_ \$200,000 -\$500,000

\_\_\_\_\_ greater than \$500,000                      \_\_\_\_\_ Service Work    \_\_\_\_\_ Supply Only

**5. Have you had previous School Board Experience?**                      \_\_\_\_\_ Yes    \_\_\_\_\_ No

Name Of School Board(s) and contacts (include phone numbers): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Key office personnel to be assigned to projects:** (attach resumes including qualifications and experience)

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

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

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

**7. Key site supervisory personnel to be assigned to projects:** (Attach resume including qualifications and experience)

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

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

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

**8. List and provide copies of all current valid licenses that have been issued to you by the Toronto Licensing Commission (if applicable):**

<u>License #:</u>	<u>Description of License:</u>	<u>Expiry date:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**9. List the trades people who are currently employed by you, who possess Certificate of Qualifications and/or trades licenses for any of the above licenses and provide copies of them (if applicable).**

<u>Employee Name:</u>	<u>Certificate #:</u>	<u>Certificate Description:</u>	<u>Expiry date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List the trades people who are currently employed by you, who possess additional certification (or licenses) not covered above and provide copies of them.**

<u>Employee Name:</u>	<u>Certificate #:</u>	<u>Certificate Description:</u>	<u>Expiry date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Apprentice(s) on staff (if applicable):**

Employee Name:

Trade:

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**10. Identify any areas in which your company or staff has been cited or charged for non-compliance within the last five years in the areas of licensing, qualification, agreements or Health and Safety. Please provide details of these events in the space provided or as an attachment:**

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**11. Provide us a list of subcontractors that you are currently using on projects.**

Name of Company (sub trade):

Trade:

TLC License #:

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**12. Detail facilities, equipment and vehicles owned to carry out work:**

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**13. State trade and specialty discipline(s) and range of value of work that you are prepared to undertake:**

Trade

Range (\$)

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**14. Approximate value of projects/service contracts completed in each of the last five years:**

Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_

Year 4 \$ \_\_\_\_\_ Year 5 (Most recent year) \$ \_\_\_\_\_

**15. Principal projects completed over the last five years listing school boards and institutions first:**

a) Project Title/Service Contracts and Description: \_\_\_\_\_

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

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

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

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

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

b) Project Title/Service Contracts and Description: \_\_\_\_\_

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

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

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

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

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

c) Project Title/Service Contracts and Description: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

d) Project Title/Service Contracts and Description: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

e) Project Title/Service Contracts and Description: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

f) Project Title/Service Contracts and Description: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

**16. Principal projects currently in progress listing school boards and institutions first:**

a) Project Title/Service Contracts and Description: \_\_\_\_\_

Percent Completed: % \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

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

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

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

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

b) Project Title/Service Contracts and Description: \_\_\_\_\_

Percent Completed: % \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

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

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

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

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

c) Project Title/Service Contracts and Description: \_\_\_\_\_

Percent Completed: % \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

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

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

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

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



**To be considered, the following documents must also accompany the Contractor's Pre-qualification Form:  
Please initial beside the items you have included:**

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. Copies of all current Toronto Licensing Commission licenses.
3. A letter from the bank detailing your credit rating. The letter should include the number of years of association, payment record, credit extended and general rating of account.
4. Letter from a nationally recognized surety company stating total bonding limit, current bonding committed; and confirming availability of required bonding for this project (50% Performance Bond and Labour & Material Payment Bond). **If you are not bondable you will only be considered for work under \$50,000.**
5. A certificate of insurance from the Insurance Agent confirming a minimum of \$2,000,000 each for Comprehensive Public Liability and Property Damage Insurance Covering per occurrence.
6. Workers Compensation Certificate of Clearance and CAD 7 calculations 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.
7. Proof of WHMIS training, Asbestos training.
8. A copy of your company's Health and Safety Policy.
9. Signed Agreement to Abide by Established Process Form

**10. ACKNOWLEDGMENT.**

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

Title Date

Affix corporate seal if an incorporated company. SEAL

**SUBMIT THIS PRE-QUALIFICATION IN ORIGINAL FORM TO:**

Toronto Catholic District School Board  
Materials Management Department  
80 Sheppard Avenue East  
Toronto, Ontario, M2N 6E8

**AGREEMENT TO ABIDE BY ESTABLISHED PROCESS**

The Board is advising the Board's trustees, staff and agents that the integrity of the process requires observance of the following ground rules:

- 1. All communications, including requests for information, between suppliers/contractors and the Board must be between only the representatives of the Board and each supplier/contractor who have been authorized and designated for that particular purpose.
- 2. Apart from the communications between and among the designated representatives, there must be no communication between the Board and any representative of the supplier/contractor, and no giving of information with respect to the bidding processes and the final Agreement.
- 3. Any attempt on the part of any supplier/contractor, or any of its employees, agents, or representatives to contact any persons other than the designated representatives with respect to the bid call or any action or violation of the above requirements will be grounds for disqualification, and the Board may, in its discretion, in addition to any other rights or remedies available at law, reject any potential or actual bid or proposal submitted by that supplier.

Suppliers/contractors must accept and agree to observe the contents of this "Agreement to Abide by the Established Process", inform their staff thereof, and ensure their compliance therewith.

This agreement must be signed by a person who has the authority to bind the company and be submitted with the Contractor's Prequalification Form.

**Certification:**

\_\_\_\_\_ Accepts, and undertakes to ensure , compliance with the terms of the  
 Company Name Agreement to Abide by the Established Process.

\_\_\_\_\_  
Signature of responsible Officer

\_\_\_\_\_  
Name of Officer

\_\_\_\_\_  
Date