



Friday, May 03rd, 2024

Company (insert)
Address (insert if able to provide)
Attention To: (insert)

Re: Request for Expression of Interest (RFEI 2024-21 NDHC Preventative Pest Control)

The Nipissing District Housing Corporation (the “NDHC”) is seeking submissions (the “RFEI”) from interested and capable companies who can provide **Preventative Pest Control** for the various properties within our organization and for the foreseeable future. NDHC is looking for organizations with demonstrated experience on similar engagements, have available resources to implement the project, as well as the ability to work with NDHC in meeting proposed timelines. If your company would like to submit an response, please submit by 1:00 pm on **5/24/2024 (the “Due Date for Application”)** to dnssab.contracts@dnssab.ca the attached **REQUEST FOR EXPRESSION OF INTEREST** in full.

Per DNSSAB/NDHC Purchasing Policy, this RFEI is being sent directly to a select number of vendors, one of which is your organization. The RFEI will also be posted on the DNSSAB/NDHC website. Saying this, please note that this RFEI does represent a formal solicitation.

NDHC retains the right to select the Application that may not be the lowest cost, but which alone meets NDHC's requirements, is in NDHC's best interest, and provides the best overall value to NDHC, which said determination is at NDHC's sole opinion and absolute discretion. Furthermore, NDHC retains the right to reject any or all quotes, even if only one is received, and cancel this RFEI at any time, either before or after the receipt and review of the Bid, all without penalty or liability.

Please be aware NDHC is selecting a Proponent based on **Preventative Pest Control** only. However, and without certainty, there may be future procurement opportunities with respect to **Reactive Pest Control** in the short term or medium-term future.

Once NDHC has selected a successful Proponent, NDHC will send an electronic notification to the noted contact person. NDHC and the Proponent understand and agree that a binding contract or service agreement shall be the next step in formalizing the relationship.

This letter and the successful Proponent’s RFEI Submission Form shall be incorporated into any ensuring contract, subject to such modifications as may be agreed to in writing between the parties.

Non-award letters will be issued electronically to all unsuccessful bidders once the contract award procedures with the successful Bidder have been fulfilled.

Note the timelines are aggressive in this RFEI, so key dates should be noted. Please do not hesitate to contact me anytime if you require additional information. I thank you for your consideration.

Sincerely,

Chris Cairns
Procurement Representative
DNSSAB / NDHC



Request for Expression of Interest 2024-21 Preventative Pest Control

Purpose and Goal

This Request for Expression of Interest (RFEI) is an invitation by the Nipissing District Housing Corporation (NDHC) to prospective Proponents to submit an Application and Quote for Preventative Pest Control Services for various residential apartment locations throughout the District of Nipissing.

The NDHC is seeking Proponents who are both interested and capable of providing Preventative Pest Control Services. The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in this RFEI. This request encompasses all labour, materials, transportation and equipment to perform services for all NDHC properties identified in **Appendix A**.

About NDHC

The Nipissing District Housing Corporation (NDHC) manages over 896 rent-geared-to-income and market rental units within the District of Nipissing. Its mandate is to provide safe and affordable housing to those who need it the most, as well as support healthy, secure communities for its tenants. The District of Nipissing Social Services Administration Board (DNSSAB) is the Corporation's sole shareholder as well as the Service Manager. In this role, the DNSSAB provides the local housing corporation with sufficient funding to maintain the housing stock in good condition and make it available to eligible individuals and households. The District of Nipissing covers 17,000 square kilometers and is comprised of approximately 86,000 residents.

General Acceptance

Submission of an Expression of Interest indicates acceptance by the respondent of all the conditions contained in this RFEI, unless clearly and specifically noted in the Application submitted and further confirmed in the formal Contract between the NDHC and the selected Proponent.

Expression of Interests are subject to a formal Contract being negotiated, prepared and executed. The NDHC reserves the right to negotiate the terms and conditions of the Contract. The term of the Contract is expected to be 3-years. (potentially with a NDHC option to renew for an additional 2-years).

The NDHC makes no guarantee as to the value or the volume of the Scope/Deliverables. Nothing in the RFEI is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in this RFEI.

Any future contract entered with the selected Proponent(s) will be non-exclusive as NDHC will retain the right to hire another, or take the work internally, if it so needed to, without penalty or liability.



General Scope of Work

The Nipissing District Housing Corporation is requesting an Expression of Interest for all materials, labour, equipment, and transportation necessary to carry out Pest Control Services on a monthly contract basis. Such service shall include:

- a) Monthly inspection and treatment of interior public spaces in apartment buildings (listed in **Appendix A**), for the extermination and control of pest such as but not limited to cockroaches, bed bugs, rodents, stinging insects, ants, fleas, flying insects, spiders, earwigs, cluster flies, silverfish, firebrats, mites, ticks and occasional exterior insects and other intruders such as sow bugs, centipedes, millipedes, ground beetles and crickets.
- b) Quarterly preventative treatments using Aprehend® or an NDHC approved acceptable alternative treatment for the extermination and control of bed bugs in the hallways, stairwells, elevators, laundry rooms and the common rooms of 135 Worthington Street West and 365 Lakeshore Drive in North Bay.

Please review **Appendix B** for a more detailed scope of work.

Timetable

It is the proponent’s responsibility to understand timelines and respond accordingly. Addenda may be issued at any time prior to the Deadline date. All communication will be issued directly to the Proponent via e-mail from dnssab.contracts@dnssab.ca. The Timetable below shows the key dates for this Expression of Interest:

RFEI Timetable

ITEM	DATE	TIME
Issue Date	05/03/2024	4:00 p.m.
Deadline for Questions	05/17/2024	1:00 p.m.
Deadline for Issuing Addenda	05/21/2024	4:00 p.m.
RFEI Due Date	05/24/2024	1:00 p.m.

The RFEI submission shall be delivered at or before 1:00 p.m. local time on Friday May 24, 2024. Submissions received later than 1:01 p.m. local time on May 24, 2024 will not be accepted.

NDHC reserves the right to alter or change any dates within the RFEI Timetable at any time prior to RFEI Closing Due Date and Time.

Proponent Submission Forms

Please refer to **Appendix C** for details on all submission requirements and to **Appendix D** for details on the financial submission requirements. **Appendix E**, also a required submission, is the Reference Form.



Procurement Selection Process

This Request for Expression of Interest 2024-21 Preventative Pest Control (the “RFEI 2024-21”) constitutes a formal solicitation and your response will be ranked by NDHC in accordance with **Appendix F** and the selection of a Successful Applicant may be based on who received the highest cumulative score.

Notwithstanding the above, NDHC retains the right to select the Application that, in its sole opinion and discretion, meets NDHC’s requirements, is in NDHC’s best interest, and which provides the best overall value to NDHC. This Application selected may not necessarily have the highest cumulative score and/or the lowest price. In addition, NDHC retains the right to reject any or all Applications, even if there is only one received, and cancel this RFEI 2024-21, at any time, either before or after the receipt and review of Applications, all without penalty or liability.

No Incorporation by Reference

The entire content of a Proponent’s Submission must be submitted in a fixed form, as a single document, or multiple documents and in order as requested. The contents of websites or reference to external documents will not be considered part of a Submission.

Submission Withdrawal

A submission may be withdrawn at any time by emailing dnssab.contracts@dnssab.ca. A proponent may resubmit a response if it is received on or before the Closing Date.

Enquiries

All questions/inquiries related to RFEI 2024-21 shall be directed in writing via electronic mail to the Contract and Purchasing Specialist at dnssab.contracts@dnssab.ca. Responses to questions related to this RFEI will be released to all Proponents through an Addendum.

Any information provided by anyone other than the above mentioned will not be considered binding, nor will it change the requirements of RFEI 2024-21.

Lack of Information

Following receipt of a submission, NDHC may, in its sole discretion and without having any duty or obligation to do so, request that the Proponent provide NDHC with additional information to clarify or substantiate the information provided by the Proponent. NDHC also reserves the right to extend the Closing Date of this RFEI at its sole discretion.

Receipt of Submissions

Proponents must submit one (1) copy of each of the RFEI 2024-17 Submission Form(s) (see **Appendix C Submission Form and Appendix D Financial Submission Form**) electronically to dnssab.contracts@dnssab.ca. The submission email and submitted files should note “<Your Organization> RFEI 2024-21 Preventative Pest Control” as the subject line / file(s) name.



The Proponent shall assume full responsibility for delivery of the completed RFEI Submission. NDHC accepts no responsibility for any loss or delay with respect to RFEI Submission's that are delivered to any email other than that specified.

Notifications

Once NDHC has selected a Successful Proponent, it may send an electronic notification asking the Successful Proponent to either commence contract negotiations; or inform Proponent submission will be kept on file for potential / future negotiations. NDHC makes no commitment to the Successful Proponent(s) until a contract has been executed.

Non-award letters will be issued electronically to all unsuccessful Proponents.

Conflict of Interest

Proponents must disclose all potential or actual conflicts of interest, which includes, but is not limited to:

- a) situations in which a person associated with the goods and/or services or any member of his or her family can benefit financially from his or her involvement;
- b) situations where a person or company has an unfair advantage or engages in conduct, directly or indirectly that, may give it an unfair advantage in relation to the performance of its contractual obligations, its other commitments, relationships or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or could or could be seen to compromise, impair or be incompatible with the effective performance of contractual obligations;
- c) situations where Personnel of the District of Nipissing Social Service Administration Board and/or Nipissing District Housing Corporation (including Board members and Employees at or above the level of Supervisor) can receive a personal and/or financial benefit.

Disclosure of a conflict of interest must include the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who:

- i. participated in the preparation of the Submission and/or
- ii. who will be involved in the Project, in any capacity.

If such a conflict of interest does exist or cannot be cured to the satisfaction of NDHC, NDHC may, refuse to consider the Submission, at its sole discretion, and without penalty or liability.

Publicity

The Proponent and its affiliates, associates, third-party service providers, and sub-contractors shall not release for publication any information in connection with this Expression of Interest without prior written permission of the NDHC.

The NDHC will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing a Submission, or participating in negotiations for a contract, or other activity related to or arising out of this



Expression of Interest. By providing a Submission, each Proponent shall be deemed to have agreed that it has no claim.

Cost of Submission

Preparation of the Submission to this Expression of Interest is voluntary and any costs associated with the Submission preparation, meetings, negotiations or discussions with the NDHC are solely that of the Proponent.



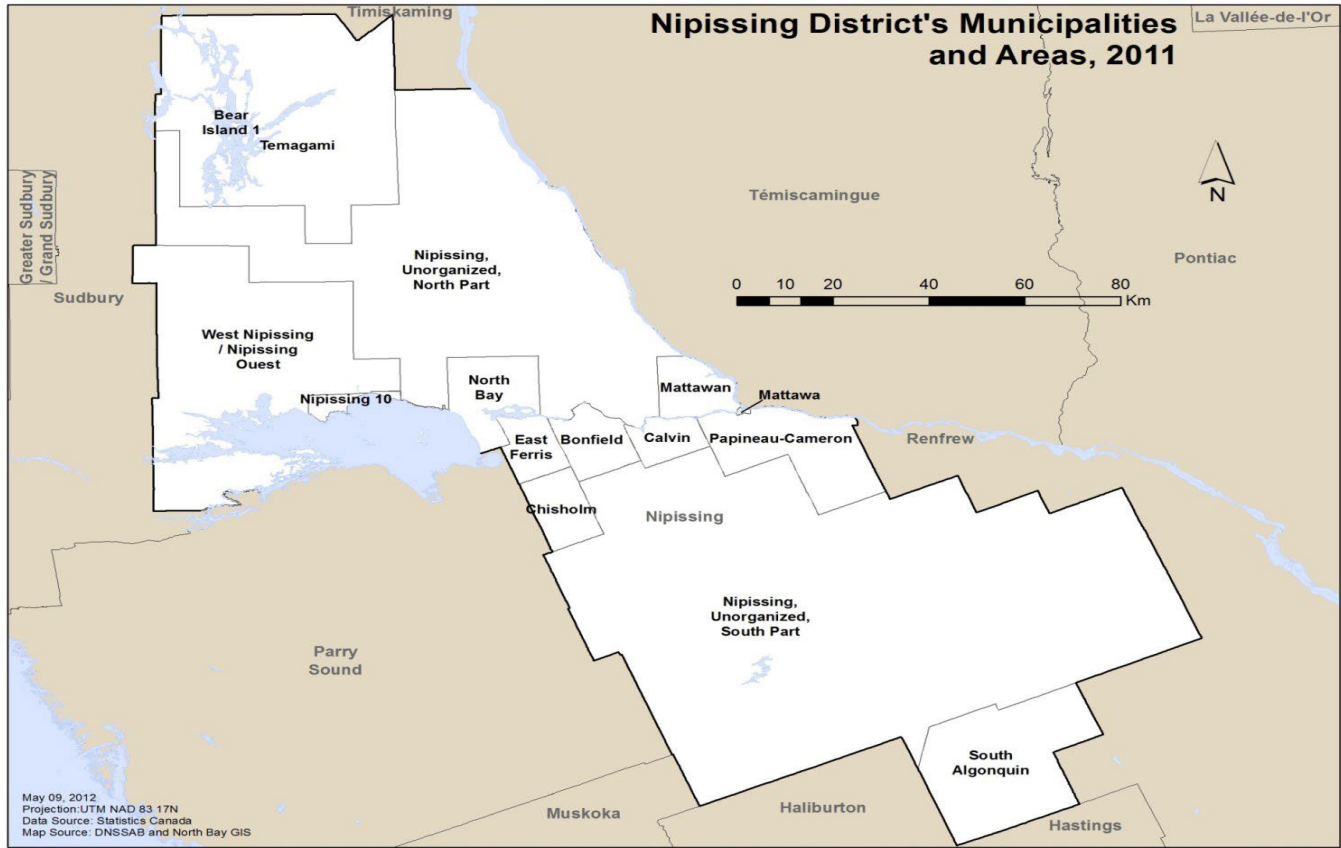
APPENDIX A – NDHC PROPERTIES / MAP OF NIPISSING DISTRICT

Properties – NDHC:

Location	Building Type	Apartment Type	No. of Units
North Bay			
135 Worthington St. West	High-Rise (11 storey)	Senior Building	106
365 Lakeshore Drive	High-Rise (8 storey)	Adult Building	134
230 Olive Street	2 low-rise (2 storey walk up) + 1 common room and laundry room	Senior Buildings	32
Sturgeon Falls			
19 William Street	Low-Rise (2 storey walk up)	Adult Building	20
145 Holditch Street	Low-Rise (2 storey)	Senior Building	58
Verner			
70 Principal Street	Low-Rise (1 storey)	Adult Building	15
Field			
24 Grande Allee	Low-Rise (1 storey)	Adult Building	12
Mattawa			
465 Poplar Street	Low-Rise (1 storey)	Senior Building	10
445 Poplar Street	Low-Rise (2 storey walk up)	Adult Building	16



Map – Nipissing District:





APPENDIX B – DETAILED SCOPE OF WORK

2.1 General Requirements

The Nipissing District Housing Corporation is requesting an Expression of Interest for all materials, labour, equipment, and transportation necessary to carry out Pest Control Services on a monthly contract basis. Such service shall include:

- a) Monthly inspection and treatment of interior public spaces in apartment buildings (listed in Appendix A), for the extermination and control of pest such as but not limited to cockroaches, bed bugs, rodents, stinging insects, ants, fleas, flying insects, spiders, earwigs, cluster flies, silverfish, firebrats, mites, ticks and occasional exterior insects and other intruders such as sow bugs, centipedes, millipedes, ground beetles and crickets.
- b) Quarterly preventative treatments using Aprehend® or an NDHC approved acceptable alternative treatment for the extermination and control of bed bugs in the hallways, stairwells, elevators, laundry rooms and the common rooms of 135 Worthington Street West and 365 Lakeshore Drive in North Bay.

2.2 Definitions

Definitions related to this specific RFEI include:

NDHC: Shall mean Nipissing District Housing Corporation

RFEI: Request for Expression of Interest shall mean the Competitive Process in a Public Procurement where DNSSAB or NDHC may invite three (3) or more unique companies and/or individuals to submit a Bid; or post Publicly through Bids & Tenders / corporate website(s) where proponents provide the Solution; a Multi-Stage approach is used to evaluate Bids; and the highest Cumulative Score is the Determinative Factor for the selection of a Preferred Bidder; Expression of Interest or "EOI" has the same meaning.

Public & Common Space: Shall mean such interior building areas that are accessed by tenants, visitors, members of the public, and staff. These shall include, but are not limited to, Vestibules, Entrances, Halls, Stairwells, Garbage Chutes, Garbage Rooms (including garbage compactors), Laundry Rooms, Boiler Rooms, Electrical and Mechanical Rooms, Janitor Closets, Common Rooms, Common Kitchens, Offices, Storage Rooms, Service Rooms, Workshops, and other common areas.

Pests: Shall mean crawling insects, rodents, other vertebrate pests, flying insects, stinging insects, stored products & fabric insects.

Crawling Insects: Shall mean insects and other arthropods, as listed, which as adults use their legs as their primary mode of transportation, including cockroaches, bed bugs, crickets, ants, beetles, silverfish, earwigs, book lice, spiders, clover/spider mites, ticks, fleas, sowbugs, and firebrats.

Rodents: Shall mean mice and rats.

Flying Insects: Shall mean house flies, vinegar flies, phorid (drain) flies, fruit flies and moth flies.

Stinging Insects: Shall mean wasps, bees, and hornets.

Stored Products and Fabric Insects: Shall mean flour beetles, moths, etc.



2.3 Governing Regulations

All actions, work and services performed by the Contractor on behalf of the Corporation shall be in accordance with the provisions of the Residential Tenancies Act, the Human Rights Act, the Occupational Health and Safety Act, Health Canada's Pest Management Regulatory Agency, Pesticides Act, Ontario Regulation 63/09 and any other applicable regulations and laws. The successful bidder shall comply with all applicable statutes, by-laws, regulations ordinances, notices, and orders whether Federal, Provincial, Municipal or otherwise, at any time in effect during the currency of this contract, and all rules and requirements of the Police and Fire departments, or other governmental authorities, and procure all C.S.A. approvals or permits if required.

If the Contractor is in breach of an Ontario statute, NDHC may terminate the Contract, in whole or in part, without incurring liability for any costs, fees, charges or surcharges of any kind whatsoever.

2.4 Licenses, Certificates and Insurance

The Contractor shall keep in force for the duration of the contract, the following:

- a) Technician & Operating Licenses as required by the Pesticides Act - R.S.O. 1990, Chapter P.11 and amendments thereto. Copies of certificates for all technicians and a list of qualified staff and their class of License and license number shall be provided to the Corporation.
- b) The Contractor shall be a member in good standing of a recognized Pest Control Association.
- c) Certificate of Clearance from the Workplace Safety and Insurance Board must be provided with the bid submittal and upon request.
- d) Comprehensive public liability and property damage insurance coverage of not less than \$5,000,000.00 covering all operations and use of vehicles during the course and duration of the contract. The proof of insurance must also name the Nipissing District Housing Corporation as "additional insured".

2.5 Prohibited Use of Pesticides

No person, whether acting or not acting under the authority of a licence or permit under the Pesticides Act or an exemption under the regulations, shall discharge or cause or permit the discharge of a pesticide or of any substance or thing containing a pesticide into the environment that:

- a) Causes or is likely to cause impairment of the quality of the environment for any use that can be made of it greater than the impairment, if any, for such use that would necessarily result from the proper use of the pesticide.
- b) Causes or is likely to cause injury or damage to property or to plant or animal life greater than the injury or damage, if any, that would necessarily result from the proper use of the pesticide.
- c) Causes or is likely to cause harm or material discomfort to any person greater than the harm or material discomfort, if any, that would necessarily result from the proper use of the pesticide.
- d) Adversely affects or is likely to affect adversely the health of any person to a greater degree than the adverse effect, if any that would necessarily result from the proper use of the pesticide.
- e) Impairs or is likely to impair the safety of any person to a greater degree than the impairment, if any, of the safety of any person that would necessarily result from the proper use of the pesticide; or



- f) Renders or is likely to render directly or indirectly any property or plant or animal life unfit for use by humans to a degree greater than the unfitness, if any, that would necessarily result from the proper use of the pesticide. R.S.O. 1990, c. P.11, s. 4.

2.6 Products

Throughout the duration of the agreement, the Contractor shall abide by the following:

- a) No poisonous gases shall be used.
- b) Products must be scheduled under the Ontario Pesticide Acts and used in accordance with label instruction.
- c) Servicing of interior public spaces shall include the use of a quick knock-down dust where the presence of pests is noted or suspected and a residual spray, oil based fungal treatments, or baiting for preventative protection throughout the general areas being treated.

2.7 Notification of Work

Throughout the duration of the agreement, the Contractor shall advise the Corporation before commencing any monthly inspection work at any project or establish a set day of the month to arrive for the monthly visit. The Contractor shall ensure that public spaces to be treated are properly prepared. The Contractor shall also remove & replace all furniture, fittings, & fixtures as necessary to carry out work under this contract.

2.8 Work not in the Contract

The Contractor shall submit written notification to the Corporation regarding evidence of any infestation not covered by the contract or any condition which may bring about an infestation of any kind.

2.9 Invoices and Service Reports

After completion of each monthly and/or quarterly service, the Contractor shall submit their invoice accompanied by a Service Report of the work performed. All invoices and service reports shall be emailed to corp.assets@dnssab.ca.

2.10 Clean Up

The Contractor shall clean-up and remove all materials, debris, dead animals, pests, and anything else applicable to the servicing of a particular location. Contractors must also replace all furniture, fittings, and fixtures removed to carry out work under this agreement.

2.11 Hours of Work

All work shall be carried out between the hours of 8:30 am to 4:30 pm weekdays (holidays exempt). Any other times arranged outside of these working hours must be approved by NDHC prior to commencing the work.



APPENDIX C – SUBMISSION FORM

All Proponents must fully complete Appendix C and provide detailed responses to each of the questions noted below. If you deem a question to be not applicable to you, you must explain or outline why it is so – do not leave any sections or individual questions blank. Please see **APPENDIX E: EVALUATION/SCORING OF SUBMISSIONS** for the evaluation process being used to assess your responses and to determine the Successful Proponent.

Proponents may request a MS Word version of **Appendix C** by e-mailing dnssab.contracts@dnssab.ca.

Section 1: Proponent’s Information

Proponent’s must provide all requested information below; if any information is not provided, the Submission may be disqualified, at NDHC’s sole discretion.

Company Name: _____

Company Address: _____

Project Lead: _____

Contact Email: _____

Contact Phone: _____

Section 2: Acknowledgment of Addendums

We acknowledge receipt of _____ addendums; and agree that the addendum/addenda form part of the RFEI. I am aware that failure to acknowledge the correct amount of Addendum(s) may result in the disqualification of my Submission, at NDHC’s sole discretion.

Section 3: Proponent’s Declaration

Please initial beside each statement with which you agree. For NDHC’s purpose, only those Proponent’s who have accepted (initialed) each statement of the Proponent’s Declaration will be considered; failure to agree to any statement may disqualify your Submission.

The Proponent hereby acknowledges and agrees:

To provide all Goods, Services and Construction, as more specifically set out and in accordance with the Solicitation Document, including but not limited to the Scope of Work, Specifications, Drawings, Addenda (if issued), etc. stated therein, which are expressly acknowledged and made part of this Contract.

I/WE have reviewed all documents associated with this RFEI and agree to all its terms and conditions.

I/WE declare that the Submission submitted has been made entirely in accordance with the terms and conditions outlined in the Solicitation Document.

I/WE declare that this Submission is the only Submission submitted by us and that no other Submission was submitted, by us, using a different name, subsidiary, or by any other means.

I/WE declare that this Submission offers a single Solution and does not contain multiple Solutions and/or Pricing strategies based on distinct acceptance periods or conditions.



I/WE declare that this Submission was submitted by a Proponent (and all Subcontractor(s)) who is not an Opposing Party in legal action against NDHC.

I/WE declare that this Submission is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Proponent, company, firm or persons making a submission and is in all respects fair and without collusion for fraud.

I/WE declare that the Proponent's company empowers the undersigned to negotiate all matters with NDHC's representatives relative to this Submission and any future Contract, and the person named below has the authority to submit this Application on behalf of the Proponent's Company.

I/WE declare that no persons associated with this Submission have initiated communication about this Application after it was issued and before the Closing Date or before one or more Contracts are entered in respect of the Scope of Work, which is its subject, with any member of NDHC's Personnel and/or the media.

I/WE declare that no person associated with this Submission has been convicted of a criminal offence, including but not limited to fraud or theft.

I/WE declare that no person associated with this Submission has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations, including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, NDHC's employees, and/or the general public.

I/WE declare that no person associated with this Submission has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

I/WE declare that if any future Contract is to be negotiated with NDHC regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

I/WE, including Non-Resident Proponents, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws that in any way pertain to the Scope of Work outlined in this RFEI or to the employee of the Proponent.

I/We, including Non-Resident Proponents, shall charge applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the Goods and/or Services completed in the Work will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all Work shall comply with the Act's regulations.

I/WE agree to hold NDHC safe and harmless from any property damage; or claims by individuals or third parties, including any legal costs incurred by NDHC in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services.

I/We acknowledge and agree that any issued Addendum/Addenda forms part of this RFEI.

If the Submission is accepted, I/WE agree to furnish all required documentation, as required by the Solicitation Document within Ten (10) Calendar Days after notification of Award.



Section 4: Mandatory Requirements

Please ensure to answer all questions below as either a **Yes or No** based on your Submission and Company. Please note that if any question has an answer of *No*, your Submission may be disqualified.

YES	NO	I/WE can confirm that:
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a copy of a current Business License or Letters of Incorporation.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted verification of Commercial General Liability Insurance coverage of at least \$5,000,000.00 per occurrence.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE will submit a copy of a current Clearance Certificate from Workplace & Safety Insurance Board (WSIB).
<input type="checkbox"/>	<input type="checkbox"/>	I/WE are a member in good standing of a recognized Pest Control Association.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE will submit Technician & Operating Licenses as required by the Pesticides Act - R.S.O. 1990, Chapter P.11 and amendments thereto. Copies of certificates for all technicians and a list of qualified staff and their class of License and license number shall be provided to the Corporation.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE will comply that all actions, work and services performed by the Contractor on behalf of NDHC shall be in accordance with the provisions set out in Appendix B, particularly noting Section 2.3 of the Appendix titled Governing Regulations.

Section 5: Experience Submission

All Proponents must provide a response to the Experience Submission by fully answering each of the questions noted below. If you deem a question to be not applicable to you, you must explain or outline why it is so. The use of PDF, word or PPT is acceptable. Supplemental materials in the form of an electronic file (PDF, Word, PPT, Excel) are also acceptable.

Experience and Qualifications:

(a) Company Overview:

Provide a description of your organization including the following details:

- Number of years in business
- Legal Structure of the contractor: Corporation / Sole Proprietor / Partnership / Other
- Total number of employees in your company
- Highlight any unique aspects that set your organization apart from competitors.
- Explain briefly how your firm's capacity and resources line up with the project requirements.

(b) Previous Experience with Similar Projects:

Provide information on at least three contracts of similar scope in this class of work that were undertaken in the last five (5) years. Details must include:

- A description of the nature of the services that were provided
- A date when the work was undertaken
- Size of project



- Describe any challenges that occurred during the project, including how they were resolved, timeline of the resolution, and any impact to the client

Section 6: Proposal Submission Form

All Proponents must provide a response to the Proposal Submission by fully answering each of the questions noted below. If you deem a question to be not applicable to you, you must explain or outline why it is so. The use of PDF, Word or PPT is acceptable. Supplemental materials in the form of an electronic file (PDF, Word, PPT, Excel) are also acceptable.

PROPOSAL SUBMISSION FORM:

- a) Provide a detailed timetable outlining your work plan to address the specific deliverables and requirements identified. Explain your strategy on how you will sustain and prevent delays to the timelines provided to meet the required goals and objectives.
- b) How does your organization keep yourself and staff informed of changes in regulations, products, techniques and safety?
- c) Please describe any customer service or sensitivity training your employees may have received.
- d) Please describe your product selection and other details of the treatment.
- e) Please describe your approach to mitigating and managing any environmental risks.
- f) What measures does your organization take to prevent unnecessary exposures and accidents?
- g) Please briefly outline the formulation of each product and where that product will be used. For example, is the product a gel, a spray, or a dust? Does your organization provide MSDS sheets?
- h) Are there any preparations you need to make before the treatment, such as putting away clutter, removing items from kitchen cabinets, or keeping pets and children away from the area?

NOT TO BE EVALUATED:

- a) Please indicate, through a simple 'yes' or 'no' statement, if you would like to be considered for the NDHC's future procurement opportunity of 'NDHC REACTIVE PEST CONTROL'.



APPENDIX D – FINANCIAL SUBMISSION FORM

The Bidder hereby Bids and offers to enter a Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Request for Expression of Interest, at the unit prices, and/or lump sums, hereinafter stated. HST is additional to the prices given.

Do not enter \$0.00 dollars unless you are providing the line item at no dollar value to NDHC.

Please note proponents may use alternative or organizational specific templates to convey pricing. It is the proponent’s responsibility to ensure all costs are identified per Schedules below. Costs will be calculated and evaluated on NDHC’s Total Acquisition Cost over a three-year period.

Proponents may request a MS Word or MS Excel version of **Appendix D** by e-mailing dnssab.contracts@dnssab.ca.

Price Schedule 1 - Cost for Monthly Preventative Treatments in Common Areas (as per Appendix B - Scope 2.1. a.)

Location	Building Type	Apartment Type	No. of Units	Monthly Cost	Annual Cost
North Bay					
135 Worthington St. West	High-Rise (11 storey)	Senior Building	106		
365 Lakeshore Drive	High-Rise (8 storey)	Adult Building	134		
230 Olive Street	2 low-rise (2 storey walk up) + 1 common room and laundry room	Senior Buildings	32		
Sturgeon Falls					
19 William Street	Low-Rise (2 storey walk up)	Adult Building	20		
145 Holditch Street	Low-Rise (2 storey)	Senior Building	58		
Verner					
70 Principal Street	Low-Rise (1 storey)	Adult Building	15		
Field					
24 Grande Allee	Low-Rise (1 storey)	Adult Building	12		
Mattawa					
465 Poplar Street	Low-Rise (1 storey)	Senior Building	10		
445 Poplar Street	Low-Rise (2 storey walk up)	Adult Building	16		
Additional Costs					
Please identify any additional costs below:					
a)					
b)					
c)					



Total Cost Please identify total Monthly and total Annual Cost Yearly Increases Please identify any year over year increases to your cost submission above.		
	\$	\$

Price Schedule 2 - Cost for Quarterly Bed Bug Treatments (as per Scope 2.1. b.)

Location / Area	Cost per Quarterly Treatment	Annual Cost
135 Worthington St. West		
Laundry Room Common Room Stairwells Hallways Elevators		
365 Lakeshore Drive		
Laundry Room Common Room Stairwells Hallways Elevators		
Additional Costs		
Please identify any additional costs below: a) b) c)		
Total Cost		
Please identify total Quarterly and total Annual Cost	\$	\$
Yearly Increases		
Please identify any year over year increases to your cost submission above.		

Prices must be good for a minimum of 60 days.



APPENDIX E – REFERENCE FORM

Please provide a minimum of two (2) unique references from companies (DNSSAB and NDHC excluded) for whom you have supplied, installed, and/or supported with the same or similar scope and magnitude of work requested in this RFEI within the past five (5) years. Provision of a third reference is optional to the Proponent.

NDHC reserves the right to contact any references provided by e-mail or phone, to have them complete a standard reference form for NDHC review. All references will be conducted evenly with the same template

Reference Received (combined) will be scored as a Pass/Fail within the overall RFEI score.

Description	Reference No. 1	Reference No. 2	Reference No. 3 (Optional)
Has the Referee been Informed?			
Referee's Company			
Referee's Full Name			
Referee's Job Title			
Referee's Email Address			
Referee's Phone Number and Extension			
Description of goods and/or services provided			
Value of goods and/or services provided (\$)			
Date work commenced (month & year)			
Date work ended (month & year)			

Completed by:

I authorize the District of Nipissing Social Services Administration Board to contact the above references, as well as, complete verification for required licenses and/or credentials.

Company

Name

Authorized Signature

Title

I HAVE THE AUTHORITY TO BIND THE CORPORATION



APPENDIX E: EVALUATION/SCORING OF SUBMISSIONS

Category	Evaluation Criteria	Weight
Mandatory Requirements (Sections 1-4 of Appendix A)	The Evaluation Team will consider the proponents responses to the Mandatory Requirements Section.	10%
Experience Submission (Section 5 of Appendix A)	The Experience Submission should include a narrative that responds to the two (2) questions provided, responding to all bullet points included. The Evaluation Team will consider Organizational Structure, Resources and Experience that the Proponent has and will use to complete the scope of Service, manage the Services and accomplish the required objectives within NDHC's schedule.	25%
Proposal Form (Section 6 of Appendix A)	The Proposal should include a narrative that responds to the eight (8) various questions provided. The Evaluation Team will consider the general approach and methodology that the Proponent would take in performing the services. The narrative should take all questions into account and include how the Proponent will complete the scope of Services, manage the Services and accomplish the required objectives within NDHC's schedule.	25%
Financial Form (Section 7 of Appendix A)	The total proposed pricing shall be inclusive, including but not limited to travel/administrative costs along with all the works as described within the RFEI Document. It is acknowledged that some services will be subject to payment of HST, however, HST is not to be shown in any of the pricing herein. DNSSAB is looking for a total cost for PREVENTATIVE PEST CONTROL SERVICES over a three-year period as its base measure for evaluation.	40%
References	NDHC reserves the right to contact any references provided by e-mail or phone, to have them complete a standard reference form for NDHC review. All references will be conducted evenly with the same template.	Pass/Faill
Total	The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals. All Proponent's submitted information will be treated as confidential information and will not be shared.	100%

End of Document