

REQUEST FOR PROPOSALS

Clinic Renovation Works

5 Fairview Mall Drive, Toronto, ON M2J 2Z1

Publication Date: _(Insert date)_ | Closing Date: _(Insert date)_

Organization	Centre francophone du Grand Toronto (CFGT)
Project Address	5 Fairview Mall Drive, Toronto, ON M2J 2Z1
Publication Date	_(Insert date)_
Closing Date	_(Insert date)_
Contact Person	anissab@centrefranco.org

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1. CFGT Profile and Mandate

The Centre francophone du Grand Toronto (CFGT or the Centre) is the gateway for French speakers living in or moving to Toronto. The Centre is a non-profit organization offering a wide range of services to the entire French-speaking community in accordance with its mission, vision, and values.

The CFGT takes a community-based, multidisciplinary approach across the following areas: health, primary care and health promotion; mental health for children and adults; child and youth development; employment; legal aid and settlement services.

All services are free or at very low cost and are available at multiple service points (including satellite offices in downtown Toronto, Mississauga, North York, and Scarborough) or virtually.

2. Project Context and Objectives

As part of the development of its health services, the CFGT is undertaking a complete renovation of a unit designated to house a primary care clinic at 5 Fairview Mall Drive, Toronto. This project aims to create a functional, safe, and client- and staff-friendly environment that meets applicable healthcare sector standards.

The renovation includes full demolition, new construction, electrical, plumbing, HVAC, finishing, and interior fit-out work. The CFGT seeks to retain a qualified, reliable, and experienced general contractor to carry out this mandate.

3. Scope of Work

The selected contractor will be required to carry out all work described below. The new unit layout includes the following spaces:

- Reception
- Server Room
- Medical Storage
- Podiatric Care Room
- Hallway
- 6 Offices
- 5 Consultation Rooms
- Kitchenette

3.1 Demolition and Pre-Work

Site Protection

Full site protection, waste management, debris removal, and cleaning throughout the project.

General Demolition

Complete demolition of the existing unit, including:

- Ceiling tiles
- Framing and drywall
- Existing flooring
- Doors and trims
- Cabinets and countertops
- Existing plumbing rough-ins and fixtures
- Existing electrical rough-ins and fixtures
- Existing HVAC rough-ins and diffusers (to be reserved for future reuse)

Garbage Bin Rental

Garbage bin rental for the duration of the project.

3.2 Ceiling, Flooring, and Drywall

Framing and Drywall

Supply and installation of standard 3 5/8" metal framing with 1/2" drywall for the new layout.

Supply and installation of standard 3 5/8" metal framing with 5/8" fire-rated drywall for the wall separating the hallway from the Medical Storage and Server Room.

Vinyl Flooring

Supply and installation of standard vinyl flooring throughout the entire unit, except the washroom.

Ceiling Tiles

Supply and installation of standard 2' x 4' ceiling tiles throughout the entire unit.

3.3 Windows, Doors, and Trim

Pre-Made Interior Windows

Supply and installation of up to 9 pre-made windows on hallway-facing walls for: Offices 3–6, Consultation Rooms (5), and Reception.

Interior Doors

Supply and installation of up to 17 standard flat-profile interior doors with standard hardware and casings, including:

- 15 standard hollow doors, 36" x 80"
- 2 fire-rated solid-core doors, 36" x 80"

MDF Baseboards and Shoe Moulding

Supply and installation of standard MDF baseboards and quarter-round shoe moulding throughout the entire unit.

3.4 Painting and Cabinetry

Painting – Walls, Ceilings, Doors, and Trims

Supply and roller application of paint on all walls, doors, and trims; spray painting of all ceilings. One coat of primer and two coats of paint included.

Cabinets and Countertops

Supply and installation of the following:

- Up to 33 linear feet of custom white melamine cabinets with stainless steel countertop and sink for Medical Storage
- Standard-size vanity for the Podiatric Care Room
- Standard-size vanity for each of the 5 Consultation Rooms
- Up to 9 linear feet of custom white melamine kitchen cabinets with standard quartz countertop and one stainless steel sink for the Kitchenette
- Up to 10 linear feet of custom reception desk for the Reception

3.5 Electrical, Plumbing, and HVAC

Electrical Rough-Ins and Relocations

Supply, relocation, and installation of new electrical rough-ins for lighting, switches, and outlets per the new layout, including:

- 40 standard 2' x 4' ceiling panel lights
- 1 standard 2' x 2' ceiling panel light
- 3 exit signs
- 2 emergency lights
- ESA application and inspection fee

Plumbing Rough-Ins and Relocations

Floor drilling from the ceiling on the ground floor to connect plumbing rough-ins for Medical Storage and the Podiatric Care Room. Supply, relocation, and installation of new plumbing rough-ins for:

- 5 Consultation Rooms
- 1 Kitchenette

Supply and installation of all plumbing fixtures for the unit. (Potential ceiling repair on the ground floor after drilling may be required.)

HVAC Rough-Ins and Relocations

Supply and installation of new HVAC rough-ins from the existing main duct to the unit, including:

- 20 return air grilles
- 11 ceiling diffusers, 12" x 12"
- 6 ceiling diffusers, 24" x 25"

(All grilles and diffusers salvaged from demolition will be reused. All existing radiator heaters remain in place.)

3.6 Low-Voltage Systems and Server Room Infrastructure

In order to maintain a single point of responsibility and minimize coordination between multiple contractors, the following items are included in the general contractor's scope and must be priced in the proposal:

Low-Voltage Systems (throughout the unit)

- Structured data cabling (minimum Category 6) for all spaces

Server Room – Dedicated Infrastructure

- Dedicated precision cooling or mini-split unit to maintain server room thermal conditions
- Dedicated electrical circuit and protected power supply (UPS)
- Early-detection fire protection appropriate for a server room environment

The bidder must price these items as separate line items in their detailed budget.

3.7 Regulatory Compliance – Healthcare Environment

As a health service provider funded by Ontario Health (OH), the CFGT is required to obtain several regulatory attestations before the clinic opens. The general contractor must design and execute the work in a manner that enables the CFGT to obtain these attestations, and must actively collaborate with the responsible parties for each. The following obligations apply:

(1) Infection Control Risk Assessment (ICRA)

An ICRA has been or will be conducted with the participation of the design and clinical teams. The contractor must incorporate the ICP professional's recommendations into the execution of the work, including zone separation measures, dust management, and air quality control during construction, in accordance with healthcare facility standards.

(2) Occupational Health & Safety (OHS) Plan

The contractor must execute all work in compliance with the Ontario Occupational Health and Safety Act (OHSA) and the CFGT's safety policies. The results of the OHS review conducted by the CFGT prior to design completion must be incorporated into the layout and execution of the works.

(3) Accessibility

The contractor must incorporate the results of the CFGT's accessibility review into the layout and execution of the works. Accessibility requirements may exceed the minimum standards of the Ontario Building Code (OBC) given the needs of the clinic's client population. The contractor must present their approach to AODA and OBC compliance in their proposal.

(4) Full Disclosure of Purpose of Use for Building Permit

The building permit has been issued reflecting the primary care healthcare services to be delivered from the premises. The contractor must ensure that any material change in scope is reported to the prime consultant so that the Occupancy Classification remains accurate and current throughout construction.

(5) HVAC Compliance – OBC and CSA Z8000

All HVAC systems installed must comply with CSA Z8000 recommendations and Ontario Building Code requirements for a Health Care Occupancy. The contractor must facilitate the HVAC compliance attestation to be signed by a professional mechanical engineer retained by the CFGT prior to commissioning. Proposed HVAC technical specifications must be documented in the bid submission.

Note: These attestations are CFGT obligations to Ontario Health. The general contractor is not a signatory to these documents but must execute the work in a manner that enables their completion. Any non-compliance identified during regulatory reviews will be remediated at the contractor's cost.

4. Description of Services Required

The selected contractor will be required to:

- Review the full Scope of Work and conduct a site visit prior to submission
- Complete all work described in Section 3 in accordance with industry standards
- Obtain all required permits from relevant authorities (Note: the building permit has already been issued by the CFGT. The contractor is responsible for trade permits only: ESA electrical, plumbing, and mechanical)
- Coordinate all subcontractors (electrician, plumber, HVAC mechanic)
- Ensure site protection and safety for building occupants
- Manage waste and maintain a clean site throughout construction
- Adhere to the agreed schedule and milestones
- Submit weekly progress reports to the CFGT contact person
- Complete all required inspections (ESA and other authorities)
- Deliver the space clean, functional, and compliant with the Scope of Work

Expected deliverables:

- Detailed work plan with phased schedule
- List of permits to be obtained and timeline for acquisition
- Weekly progress reports
- ESA inspection report and certification
- Handover of completed, clean, and operational unit
- Documentation of warranties on materials and workmanship

5. Proposal Content

Bidders must include the following in their proposal:

- Understanding of the mandate and Scope of Work
- Proposed methodology and sequencing of work
- Demonstrated experience in commercial or institutional renovation (clinics, offices, healthcare spaces)
- References for similar projects completed in the last 5 years
- Detailed work plan with schedule
- Assigned team (project manager, site supervisor, subcontractors)
- Certifications and licences (Ontario contractor licence, ESA, etc.)
- Quality management and contingency approach
- Itemized budget by work category (as described in Section 3)
- Proposed payment terms
- Prior relationship declaration with the CFGT: indicate whether your organization has previously performed work or provided services to the CFGT (**Yes / No**). If Yes, provide: nature of mandate, year(s), and scope of work.
- Bonding declaration: indicate whether your organization has a bond in place (**Yes / No**) and declare the amount in the bid submission form (Appendix E).
- Warranty: specify the duration of the warranty offered on workmanship and materials, the process for correcting deficiencies, and the response time for warranty claims following project acceptance

6. Considerations

Bidders are prohibited from contacting any CFGT staff member other than the designated contact person listed below in connection with this RFP. Contact information is as follows:

Name	_____
Phone	_____
Email	_____

The CFGT reserves the right to request clarifications or additional information from bidders after the submission deadline. Any response received becomes an integral part of the bidder's submission. The CFGT reserves the right to verify any statement made by a bidder and may reject any statement that appears unsubstantiated or not credible.

A mandatory site visit will be organized. The date and time will be communicated to invited bidders. Only bidders who have completed the mandatory site visit will be considered.

Stamped architectural drawings and the building permit number (already issued) will be provided to bidders at the mandatory site visit, enabling them to price the scope accurately and submit consistent bids.

7. Conflict of Interest Declaration

CFGT policies prohibit its employees from benefiting from this request for proposals or any resulting contract. Service providers are required to disclose any situation involving an actual or apparent conflict of interest. (See Appendix A)

8. Confidentiality

Information relating to the CFGT's premises, layout plans, and internal processes is confidential. The bidder acknowledges the confidential nature of this request and undertakes to treat all related information with absolute confidentiality. The bidder agrees not to disclose any information to third parties or use such information for any purpose other than those contemplated in this request. (See Appendix B)

9. Eligibility Criteria and Proposal Evaluation

9.1 Eligibility Criteria – Mandatory Requirements

The selection committee will review all proposals to determine eligibility. The following requirements must be met for a firm to be considered:

- The submission must be sent by email within the prescribed deadline
- The bidder must sign a conflict of interest declaration (Appendix A)
- The bidder must sign a confidentiality agreement (Appendix B)
- The bidder must hold a valid general contractor licence in Ontario and, where applicable, the required registrations with the Ontario College of Trades (OCOT) for the relevant trades
- The bidder must provide a commercial general liability insurance certificate for a minimum coverage of \$5,000,000 (five million dollars), naming the CFGT as an additional insured, valid for the entire duration of the works
- The bidder must provide a valid automobile insurance certificate covering all vehicles used in connection with the works, for the entire duration of the contract
- The bidder must declare compliance with all applicable laws, municipal by-laws, and Ontario building codes in force
- The bidder must provide a valid WSIB (Workplace Safety and Insurance Board) clearance certificate in good standing, covering the current calendar year, for the general contractor and all subcontractors
- The bidder must have completed the mandatory site visit
- The bidder must submit the completed bid submission form (Appendix E)
- The bidder must submit an itemized cost breakdown by work category (Appendix F)
- The bidder must complete the supplier diversity declaration (Appendix G)
- The bidder must submit a minimum of 2 healthcare references and 1 non-profit reference (Appendix H)
- The bidder must have a bond in place and declare its existence and amount in the bid submission form (Appendix E)
- The bidder must complete the prior relationship declaration (Appendix D)

9.2 Evaluation Criteria

CRITERION	WEIGHT
Company Experience and Capacity <ul style="list-style-type: none"> Years of experience in commercial/institutional renovation Demonstrated experience in clinic or healthcare space renovations Verifiable references (similar projects, last 5 years) Financial and technical capacity 	25%
Understanding of Scope and Methodology <ul style="list-style-type: none"> Clear understanding of the Scope of Work Clarity of proposed work plan and phases Risk management and contingency strategy Communication plan during construction Site and occupant protection measures 	25%
Project Team <ul style="list-style-type: none"> Trade qualifications and certifications (ESA, plumbing, HVAC) Team availability and commitment Identified subcontractors and verifiable qualifications Project manager's experience 	15%
Schedule <ul style="list-style-type: none"> Realism and detail of the proposed schedule Ability to meet agreed deadlines Flexibility for adjustments 	10%
References <ul style="list-style-type: none"> Relevance of referenced organizations Level of client satisfaction Contractor's market reputation 	10%
Budget and Financial Transparency <ul style="list-style-type: none"> Itemized cost breakdown by work category Transparency of pricing (labour, materials, equipment) Value for money Payment terms and change order policy 	15%

10. Final Score – Technical-Financial Scoring

The final selection of the contractor will be based on a combined technical-financial score. Each eligible proposal will be evaluated separately on the technical and financial components, weighted as follows:

COMPONENT	WEIGHT	MAX SCORE
Technical Score (TS) Evaluation of the technical proposal based on Section 10.2 criteria	60%	60 points
Financial Score (FS) Evaluation of the proposed budget based on the financial criterion in Section 10.2	40%	40 points
TOTAL SCORE	100%	100 points

Combined Technical-Financial Score Formula:

$$| \text{Final Score} = (\text{TS} \times 60\%) + (\text{FS} \times 40\%)$$

The financial score (FS) is calculated using the following comparative formula, whereby the lowest price receives the maximum score:

$$| \text{FS} = (\text{Lowest Price} / \text{Bidder's Price}) \times 40$$

The contract will be awarded to the bidder who achieves the **highest combined technical-financial score**, subject to meeting all eligibility requirements and general conditions of this RFP. In the event of a tie, the CFGT reserves the right to use the references provided to break the tie.

11. General Conditions and Rights of the Parties

- The CFGT reserves the right to accept all or part of any proposal, and also reserves the right to reduce part or all of the required services following a reduction in funding.
- Prices offered must remain firm from the time of contract award through project completion and are not subject to change, except through a duly approved change order.
- The selected contractor agrees, should their proposal be accepted, to provide services to the CFGT at the offered prices and in accordance with the instructions, conditions, and specifications contained in this document.
- The selected contractor declares that their proposal is independent of any other service provider's submission and is, in all respects, free from collusion or fraud.
- The CFGT intends to award the contract to the contractor presenting the best price/quality value. The CFGT is not obligated to accept the lowest or any proposal.
- Any change to the scope of work must be formalized in a written change order approved by the CFGT prior to commencement of the affected work.
- The selected contractor must maintain, for the entire duration of the works, a commercial general liability insurance policy for a minimum amount of \$5,000,000 (five million dollars), naming the CFGT as an additional insured. Proof of insurance must be provided prior to the start of work and kept current through final project acceptance.
- The selected contractor must provide, prior to the start of work, a valid WSIB clearance certificate in good standing, covering the current calendar year, for the general

contractor and all subcontractors. The certificate must be renewed if work extends across two calendar years.

- The selected contractor represents that it has reasonable policies and practices in place to prevent forced labour and child labour in its operations and supply chains, in accordance with the Fighting Against Forced Labour and Child Labour in Supply Chains Act (S.C. 2023, c. 9). The contractor agrees to provide, upon request by the CFGT, an attestation to that effect.

12. Signatures

On behalf of the CFGT:

On behalf of the Contractor:

Name and title

Name, title, and company

Date

Date

Appendix A – Conflict of Interest Declaration

Please complete and sign this form and return it with your proposal.

_____ hereby declares as follows:

(Name of bidder)

- that the bidder does not and will not have any conflict of interest (actual or potential) in relation to their proposal or, if their proposal is accepted, in relation to the contractual obligations as a Contractor under an Agreement resulting from this request;

AND

- that they do not possess any confidential information relating to the services requested in this proposal and do not have access to such confidential information.

Date: _____

Signature of authorized representative: _____

Appendix B – Confidentiality Agreement

The bidder undertakes to keep strictly confidential all information, documents, and communications (written or verbal) to which they will have access in the context of this request for proposals process.

All information of any nature that the bidder may have gathered about the CFGT, in any form whatsoever — including orally, particularly during meetings and interviews — is confidential.

Each party undertakes not to disclose or communicate to any person all or part of such confidential information, and to take all measures necessary to preserve such confidentiality.

Each party, as recipient, undertakes not to make any use of confidential information for any purpose other than the execution of the request for proposals or any resulting contract.

All documents of any kind provided by the parties remain the property of the CFGT. At the end of the process, the parties undertake to destroy all confidential documents that have been communicated to them, or to return them to the CFGT.

IN WITNESS WHEREOF, I have signed:

Firm name: _____

Date: _____

Signature of authorized representative: _____

Print name

Appendix D – Prior Relationship Declaration

Please complete and sign this form and return it with your proposal.

Has your organization previously performed work or provided services to the Centre francophone du Grand Toronto (CFGT)?

YES **NO**

If YES, please provide the following details:

Nature of mandate : _____

Year(s) : _____

Scope of work : _____

Date: _____

Signature of authorized representative: _____

Appendix E – Bid Submission Form

All appendices (A, B, D–H) are mandatory. Any bid missing or unsigned in any appendix will be disqualified at eligibility review.

Bidder

Legal company name	
Business address	
Ontario contractor licence #	
WSIB clearance # / HST #	
Primary contact (name, phone, email)	
Bond available (Yes / No) and amount (CAD)	<input type="checkbox"/> Yes — Amount: \$ _____ <input type="checkbox"/> No

Bid Price

Lump sum (figures, CAD, excl. HST)	\$
Lump sum (words)	
HST (13%)	\$
Total (incl. HST)	\$

If figures and words conflict, words govern.

Acknowledgments

- Bid is irrevocable and valid for 90 days from closing.
- Mandatory site visit attended (date: _____).
- Addenda received: _____
- Bond declared in this form (Bidder Identification section).
- All appendices (A, B, D–H) completed and signed.
- Bid is independent, free of collusion.

Major Subcontractors

Trade	Subcontractor	Licence #	WSIB #
Electrical			
Plumbing			
HVAC / CVCA			
Low Voltage / Security			
Fire Protection			

Signature: _____ Name / Title:
 _____ Date: _____

Appendix F – Schedule of Values

Itemized breakdown required. Lump sums without itemization will be rejected. Exclusive of HST.

Category	Labour	Materials	Subcontract	Equipment	Total
3.1 Demolition and Pre-Work	\$	\$	\$	\$	\$
3.2 Ceiling, Flooring, Drywall	\$	\$	\$	\$	\$
3.3 Windows, Doors, Trim	\$	\$	\$	\$	\$
3.4 Painting and Cabinetry	\$	\$	\$	\$	\$
3.5 Electrical	\$	\$	\$	\$	\$
3.5 Plumbing	\$	\$	\$	\$	\$
3.5 HVAC	\$	\$	\$	\$	\$
3.6 Low Voltage / Security / Data	\$	\$	\$	\$	\$
Fire Alarm / Sprinkler	\$	\$	\$	\$	\$
Permits and Fees	\$	\$	\$	\$	\$
Consultant Fees (if Design-Build)	\$	\$	\$	\$	\$
Bonds and Insurance	\$	\$	\$	\$	\$
General Conditions / Supervision	\$	\$	\$	\$	\$
Contingency (state %)	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
Overhead & Profit (state %)	\$	\$	\$	\$	\$
TOTAL (excl. HST)	\$	\$	\$	\$	\$

Change Order Markup Caps

Overhead on direct work (max 10%)	_____ %
Profit on direct work (max 5%)	_____ %
Markup on subcontracted CO work (max 5%)	_____ %

Signature: _____ Name / Title: _____
 _____ Date: _____

Appendix G – Supplier Diversity Declaration

Identify any certifications held. Attach proof for each. Misrepresentation will result in disqualification.

Certification	Certifying Body	Certificate #
WBE Canada (Women-owned)	WBE Canada	
CCAB PAR / Indigenous-owned	Canadian Council for Aboriginal Business	
CAMSC (visible minority owned)	Canadian Aboriginal & Minority Supplier Council	
CGLCC (2SLGBTQI+ owned)	Canadian Gay & Lesbian Chamber of Commerce	
Francophone-owned	Self-declared with documentation	
B Corp / Buy Social Canada	B Lab / Buy Social Canada	
Veteran-owned	Canadian Company of Veteran Entrepreneurs	

No certifications held Certifications as listed (proof attached)

Signature: _____ Name / Title:

_____ Date: _____

Appendix H – Project References

Minimum 2 healthcare references and 1 non-profit reference required. CFGT will contact references directly. A single project may satisfy both categories if applicable.

Category 1 – Healthcare / Clinical Renovation (min. 2)

Qualifying: primary care clinic, family health team, community health centre, dental, diagnostic imaging or lab, rehabilitation clinic, long-term care clinical area, hospital fit-out. Cosmetic-only does not qualify.

Healthcare Reference #1	
Project name / address	
Client organization	
Reference contact (name, title)	
Direct phone / email	
Contract value (CAD, excl. HST)	\$
Completion date / role	
Scope summary	

Healthcare Reference #2	
Project name / address	
Client organization	
Reference contact (name, title)	
Direct phone / email	
Contract value (CAD, excl. HST)	\$
Completion date / role	
Scope summary	

Category 2 – Non-Profit / Charitable Sector (min. 1)

Qualifying clients: CRA-registered charities, federal or provincial NFP corporations, MUSH sector, Indigenous-led organizations, settlement agencies, Francophone community organizations, co-operatives with charitable mandate.

NFP Reference #1	
Project name / address	
NFP / Charity name + Reg #	

Reference contact (name, title)	
Direct phone / email	
Contract value / completion date	
Scope summary	

Verification Authorization

The bidder authorizes CFGT to contact any reference listed above and to discuss scope, schedule, budget, change orders, quality, claims, and willingness to engage the bidder again. The bidder waives any restriction on such discussion.

Signature: _____ Name / Title:

_____ Date: _____