

## Appendix 4 – Mandatory Evaluation Requirements

Using the form provided or a reasonable facsimile, provide a response to each of the mandatory requirements.

Canada reserves the right to verify the information provided and to confirm certifications and experience statements. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the Bidder being disqualified and no further consideration being given to the Bidder. Any blank responses will result in the bid being disqualified with no further consideration being given to the bidder.

The certifications listed below should be submitted with the bid but may be submitted afterwards. If any of the required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications listed below within the time frame specified will render the bid non-responsive.

**Failure to meet all the mandatory requirements will render the offer as non-responsive.**

### CATEGORIES OF PERSONNEL:

Individuals must have the following minimum years of relevant experience and certificates. This does not include time at school or time working in a different discipline. Time worked as Project/Program Manager/Coordinator or Carpenter is acceptable.

The following Personnel may be in-house or subcontracted as indicated below.

Personnel Category	Min years of Experience	Tickets/Certificates	
Project Manager/Coordinator	5	NA	In House Only
Carpenter	5	Red Seal Trade Certified	In House Only
Refrigeration Mechanic	3	Red Seal Trade Certified	In House or Subcontracted
Electrician	3	Red Seal Trade Certified	In House or Subcontracted
Plumber	3	Red Seal Trade Certified	In House or Subcontracted

A maximum of two resource categories of required personnel may be fulfilled by one individual (i.e. Project Manager/Coordinator may also be the Carpenter).

### MANDATORY TRADE CERTIFICATION:

Copies of certificates should be provided with your offer for personnel that have current Provincial or Interprovincial Red Seal Trade Certification.

### MANDATORY PERSONNEL EXPERIENCE:

The Project Manager / Coordinator must provide two (2) Client References establishing a minimum 5 years' experience in the last 8 years.

The Carpenter must provide two (2) Client References establishing a minimum 5 years' experience in the last 8 years.

Solicitation No. - N° de l'invitation  
EP975-220277/A  
Client Ref. No. - N° de réf. du client  
EP975-220277

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWY-I-44031

Buyer ID - Id de l'acheteur  
PWY043  
CCC No./N° CCC - FMS No./N° VME

Proposed Project Manager/Coordinator

Full Name: \_\_\_\_\_

No.	Client/Company	Reference Contact Information	Type of Project	Year of Project
1.				
2.				

Proposed Carpenter

Full Name: \_\_\_\_\_

No.	Client/Company	Reference Contact Information	Type of Project	Year of Project
1.				
2.				

**MANDATORY COMPANY EXPERIENCE:**

The successful Offeror must confirm that their company has prior work experience within the last three (3) years in all the construction work listed below:

- a. Roof repairs or replacement      YES \_\_\_\_\_ NO \_\_\_\_\_
- b. Siding installation or repairs      YES \_\_\_\_\_ NO \_\_\_\_\_
- c. Window installation or repairs      YES \_\_\_\_\_ NO \_\_\_\_\_
- d. Painting (interior and exterior)      YES \_\_\_\_\_ NO \_\_\_\_\_
- e. Cabinetry and finish carpentry work      YES \_\_\_\_\_ NO \_\_\_\_\_