



## VENDOR EVALUATION – CONTRACTED SERVICES

Please respond in detail, on your Letterhead to all numbers and bullets listed. Failure to provide sufficient detail will delay consideration of your submission, however, there may be areas that are not applicable. (E.g.: If your company will not provide services on *EnWin* property, then WSIB certification is not required)

### Type of work for which contractor is requesting approval

- Include a Letter of Interest for each type of work.

### 1. COMPANY INFORMATION

- Include legal name, address, phone, facsimile numbers
- Include E-mail address of contacts, if available.
- Type of Business and year established.

### 2. WORK EXPERIENCE

- Number of years in business
- Type of jobs completed previously
- Number of jobs completed previously
- Dollar value of jobs completed previously

### 3. EMPLOYEE QUALIFICATIONS

- Staffing: Company employees or under contract
- Key personnel names and areas of expertise
- Years of work experience of staff in related areas
- Certifications of staff
- State any possible conflicts of interest among EnWin/WUC and Vendor employees.

### 4. COMPANY SAFETY POLICY AND PROGRAMME

- In-house Health & Safety Committee or representative (per OHSA)
- Safety Policy
- Details of Policies and Programmes
- Safety Association Affiliation

### 5. WORKER SAFETY INSURANCE BOARD & SAFETY RECORD

- WSIB Firm profile
- Letter of good standing
- Experience Rating



- Safety Record

## **6. EQUIPMENT AND TOOLS**

- List of vehicles, major equipment and tools available to perform work
- Equipment owned or leased

## **7. PERSONAL PROTECTIVE EQUIPMENT**

- Statement of availability, types and quantities

## **8. GENERAL LIABILITY AND AUTO INSURANCE**

- Certificate of insurance indicating limits and deductible

## **9. BONDING**

- Evidence of the ability to obtain bonding

## **10. TRAINING**

- Evidence of training and certificates of qualification for workers who will perform the various tasks of the job

## **11. RELATED ASSOCIATING MEMBERSHIP**

Evidence of membership in the following:

- Construction Safety Association
- Electrical Contractors Association
- EUSA
- IAPA
- DEA

## **12. FINANCIAL STATEMENT OR REPORT**

- Financial capabilities and references

## **13. REFERENCE CHECKS**

- Names and contact numbers of previous clients (minimum 5)



2007-09-04

**Successful proponents will be notified by regular mail or E-Mail**

***EnWin* may request an interview with any proponent**

**Questions may be directed to the *EnWin* Utilities Ltd. Purchasing  
Department 519-251-7300 X239**

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