



# **TORONTO HYDRO-ELECTRIC SYSTEM LIMITED**

## **Contractor Pre-Qualification**

### **Application**

**Version 3.0**

**January 1, 2022**

# INSTRUCTIONS TO CONTRACTORS

## 1. INTRODUCTION

- (i) This Contractor Pre-Qualification Application (the "Application") is being issued and administered by the Toronto Hydro-Electric System Limited ("THESL") Supply Chain Services Department on behalf of THESL and/or its Affiliate(s), as defined in the *Business Corporations Act* (Ontario), as the case may be ("Toronto Hydro"), in order to obtain Applications from one or more contractors that may result, if approved by Toronto Hydro, in being designated as a qualified contractor ("Qualified Contractor") and be placed on Toronto Hydro's Qualified Contractor's list(s) in relation to the technical requirements of the project categories listed herein.
- (ii) A contractor's qualification signifies that an applicant has met the minimum technical requirements established by Toronto Hydro. It does not mean that the contractor is on equal footing with other Qualified Contractors, nor does it mean that the contractor has met all the procurement requirements necessary to perform work.
- (iii) Qualification is required for contractors that will be working on construction, designing, or auditing Toronto Hydro's distribution equipment or assets, current or future owned, as a subcontractor to a contractor directly hired by Toronto Hydro, or on behalf of a requesting party or customer with an existing Co-ordination Agreement or Offer to Connect with Alternative Bid Work with Toronto Hydro.
- (iv) Qualification is to ensure that all contractors interested in submitting competitive bids to Toronto Hydro, as a fundamental condition of being permitted to bid, have the necessary minimum technical, financial and managerial competence to execute the work.
- (v) Requesting parties may conduct additional evaluations or request additional information at their discretion. Qualification with Toronto Hydro does not entitle the contractor to be awarded any contract for work by requesting parties, nor does it exempt the qualified contractor to submit additional requested information to requesting parties.
- (vi) Qualification applies to work to THESL's Distribution System, applicants should consult with other control authorities to be granted to access to work around non-TH assets. Qualification may not be required for Contractors that are only requesting access to work around or in proximity to THESL's Distribution System.
- (vii) For greater certainty, a contractor's qualification does not mean that the contractor will be invited to submit competitive bids for any Toronto Hydro projects, nor does it mean that the contractor will be awarded any contract for work by Toronto Hydro.
- (viii) Once qualified, the contractor's qualification cannot be transferred to an affiliate, subsidiary, subcontractor, or hiring company.
- (ix) Toronto Hydro reserves the right, in its sole discretion, to conduct additional pre-qualifications for specific projects.

## 2. QUALIFICATION

- (i) Contractors may apply to become a Tier 2 Contractor or Tier 3 Contractor. Tier 1 Contractor status may only be obtained by award of work through a competitive bid initiated by Toronto Hydro. Only Tier 1 Contractors can be directly engaged with Toronto Hydro for billable work.
- (ii) The difference between Qualified Contractor statuses are illustrated in the table below:

	<b>Tier 1 Contractor</b>	<b>Tier 2 Contractor</b>	<b>Tier 3 Contractor</b>
<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>Engaged directly with Toronto Hydro for billable work for the construction, design, or audit of current or future-owned Toronto Hydro distribution system equipment</li> </ul>	<ul style="list-style-type: none"> <li>Construction, design, or audit of current or future-owned Toronto Hydro distribution system equipment on behalf of a requesting party or customer with a Coordination Agreement or Offer to Connect with Alternative Bid Work</li> </ul>	<ul style="list-style-type: none"> <li>Subcontractor to Tier 1 or Tier 2 Contractor</li> <li>Cannot work directly alone on Toronto Hydro distribution equipment</li> </ul>
<b>Commissioned By</b>	<ul style="list-style-type: none"> <li>Toronto Hydro through award of a competitive bid</li> </ul>	<ul style="list-style-type: none"> <li>Requesting party or customer with a Coordination Agreement or Offer to Connect with Alternative Bid Work with Toronto Hydro</li> </ul>	<ul style="list-style-type: none"> <li>Tier 1 or Tier 2 Contractor</li> </ul>
<b>Contractual Requirements</b>	<ul style="list-style-type: none"> <li>Legal contract between Toronto Hydro and Tier 1 Contractor</li> </ul>	<ul style="list-style-type: none"> <li>Legal contract between Toronto Hydro and requesting party or customer</li> <li>No legal contract between Toronto Hydro and Tier 2 Contractor required</li> </ul>	<ul style="list-style-type: none"> <li>Legal contract between Toronto Hydro and Tier 1 Contractor</li> <li>Legal contract between Toronto Hydro and requesting party or customer</li> <li>No legal contract between Toronto Hydro and Tier 3 Contractor required</li> </ul>
<b>Examples of Work</b>	<ul style="list-style-type: none"> <li>Engaged directly with Toronto Hydro for billable work</li> </ul>	<ul style="list-style-type: none"> <li>Creating a new area that requires relocation of Toronto Hydro assets</li> <li>Creating a new area that requires streetlights</li> <li>Offer to Connect with Alternative Bid Work</li> <li>Street lighting design</li> </ul>	<ul style="list-style-type: none"> <li>Subcontractor to a Tier 1 or Tier 2 Contractor for work on Toronto Hydro distribution assets</li> </ul>

- (iii) Contractors that obtain Tier 1 Contractor status through award of a competitive bid are also qualified to work as a Tier 2 Contractor or Tier 3 Contractor.
- (iv) Contractors that obtain Tier 2 Contractor status are also qualified to work as a Tier 3 Contractor.
- (v) Contractors interested in qualifying shall complete and submit the following information:
- (a) A duly signed copy of the Initial Contractor Pre-Qualification Certificate;

- (b) Section One – identification of the project categories of interest;
  - (c) Section Two – the contractor's business information;
  - (d) Section Three – financial information;
  - (e) Section Four – references for projects the contractor has completed relevant to the project categories of interest;
  - (f) Section Five – references for projects the contractor is engaged in as of the date of submission of this Application;
  - (g) Section Six – minimum employee training requirements;
  - (h) Section Seven – labour resources;
  - (i) Section Eight – vehicle capabilities;
  - (j) Section Nine – criminal or regulatory offences;
  - (k) Section Ten – conflicts of interest; and
  - (l) Section Eleven – health and safety information.
- (vi) Failure to complete the Application in its entirety or with sufficient information and/or detail, or if the Application contains fraudulent, false, deceptive or misleading information, may result in rejection of the contractor's application and/or disqualification.
  - (vii) All responses and accompanying documentation submitted by contractors shall become the property of Toronto Hydro and will not be returned.
  - (viii) Contractors that have previously qualified and wish to renew their status as a Qualified Contractor shall complete and submit the Application, as amended from time to time by Toronto Hydro, in its sole discretion.
  - (ix) Contractors that have previously performed work on a project(s) for Toronto Hydro shall submit a statement identifying the project(s) and any training completed pursuant to Toronto Hydro's training programs and requirements in connection thereto, including, without limitation, training in accordance with the Toronto Hydro Work Protection Code, the THESL Rule Book, and Confined Space Training.

### **3. SUBCONTRACTORS**

If Toronto Hydro elects, in its sole discretion, to approve the contractor as a Qualified Contractor for specified types of work, notwithstanding any prequalification by Toronto Hydro under Tiers 1, 2 or 3, the Qualified Contractor shall be responsible for ensuring that any subcontractors that may be retained by the Qualified Contractor possess the skills, experience and safety training and equipment necessary to perform the work for which they are being sub-contracted prior to performing any work for Toronto Hydro, requesting parties, or customers. For greater certainty, the Qualified Contractor shall

be entirely responsible for its subcontractors and their representatives (including but not limited to their respective directors, officers, employees, and agents) at all times.

#### **4. CONFLICTS OF INTEREST**

Contractors shall disclose in their response to this Application and on an ongoing basis thereafter any conflict of interest, real or perceived, that exists now or may exist in the future, with respect to any matters in this Application, any invitation to submit competitive bids and resulting contract thereto, or in relation to Toronto Hydro, including the disclosure of any personal or business relationships between the contractor, or its directors, officers, employees, agents, design, architectural or consulting firms, and contractors and Toronto Hydro or its directors, officers, employees, agents and contractors.

#### **5. EVALUATION**

- (i) All Applications will be evaluated based on any number of criteria which Toronto Hydro, in its sole discretion, considers relevant, including, without limitation, the following:
  - (a) technical capacity, skill and competence of the contractor;
  - (b) applicable experience;
  - (c) financial strength;
  - (d) health and safety performance;
  - (e) reputation;
  - (f) previous working relationship, if any, with Toronto Hydro, including any outstanding, unresolved, or prior disputes, claims, actions or other proceedings between the contractor and Toronto Hydro; and
  - (g) any other factor or criterion that Toronto Hydro, in its sole discretion, deems relevant.
  
- (ii) Contractors applying for Tier 2 Contractor status will also be evaluated on additional criteria which Toronto Hydro, in its sole discretion, considers relevant, including without limitation, the following:
  - (a) applicable training programs;
  - (b) familiarity with Toronto Hydro policies;
  - (c) familiarity with Toronto Hydro Standards;
  - (d) familiarity with Toronto Hydro Distribution System and Infrastructure;
  - (e) familiarity with Toronto Hydro operating procedures; and

- (f) any other factor or criterion that Toronto Hydro, in its sole discretion, deems relevant.
- (iii) A Contractor must obtain a score of 80% or higher in the evaluation in order to obtain conditional qualification.
- (iv) If a conditional qualification is offered to the Contractor, the Contractor shall subscribe to ISN Software Corporation. The Contractor must maintain subscription and provide all records and information as required by ISN and Toronto Hydro to allow for the maintenance of such subscription and maintain a rating of "B" or higher on the ISNworld system within 6 months after initial conditional approval notification. Contingent of a rating of "B" on the ISNworld system, Contractors that satisfy this criterion will be notified by Toronto Hydro of their selection as a Qualified Contractor.
- (v) Toronto Hydro is not obligated to inform contractors of the relative weight to be given to any particular evaluation criterion, or to provide reasons to any contractor with respect to any exercise of Toronto Hydro's discretion.

## **6. INVESTIGATION**

- (i) Toronto Hydro may, at any time, investigate and verify the information submitted by a contractor and any other relevant information from the sources identified by the contractor in this Application and/or other independent sources.
- (ii) Applications that contain fraudulent, false, deceptive or misleading information, may result in rejection of the contractor's application and/or disqualification.
- (iii) Toronto Hydro may conduct an annual audit of all Qualified Contractors. Qualified Contractors shall comply and submit information that Toronto Hydro, in its sole discretion, deems relevant. Qualified Contractor status may be revoked if the Qualified Contractor fails to provide fraudulent, false, deceptive or misleading information.
- (iv) Disqualified contractors or rejected contractors may be allowed to reapply at Toronto Hydro's discretion.

## **7. PERSONAL INFORMATION**

If, and to the extent that any information provided in this Application is personal information of an identifiable individual, the contractor represents and warrants that it has obtained any and all consents required under applicable privacy laws to permit Toronto Hydro to collect such information from the contractor and to use such information in considering the Application.

## **8. CONFIDENTIALITY**

All information submitted by a contractor in accordance with the requirements of this Application will be treated as confidential by Toronto Hydro and used only for the purpose

of establishing the contractor's ability to satisfy the requirements of the Application and will not be disclosed to any third party except as necessary to investigate and verify the information submitted by the contractor as set forth in "Section Eleven: Health and Safety Information" and process this Application or as permitted or required by law.

## **9. SELECTION OF CONTRACTORS**

- (i) Contractors that satisfy the criteria and conditions of this Application will be notified by Toronto Hydro of their conditional selection as a Qualified Contractor for specified types of work.
- (ii) Qualified Contractors shall immediately notify THESL's Supply Chain Services at the address set forth in "Section 12: Enquiries" of any changes at any time to the information submitted in the Application. Without limiting the generality of the foregoing, if a contractor changes its name, it shall provide THESL's Supply Chain Services with a detailed explanation for the change of name.
- (iii) Toronto Hydro may, in its sole discretion, temporarily or permanently suspend or disqualify a Qualified Contractor from Toronto Hydro's Qualified Contractors' list that fails to maintain compliance with:
  - (a) any statutes, regulations, by-laws, codes, standards or guidelines of municipal, provincial or federal authorities (collectively "Applicable Laws") that are applicable to this Application or the contract for the work on a particular project, including, without limitation, all applicable Ontario Energy Board codes, rules, or guidelines; or
  - (b) the rules, guidelines or specifications established by Toronto Hydro from time to time of which the contractor has been advised; or
  - (c) the requirements of this Application.

## **10. NO LIABILITY**

All costs, expenses, losses, damages or liabilities that may be incurred by the contractor as a result of or arising out of submitting this Application or Toronto Hydro's rejection of this Application or the contractor's subsequent temporary or permanent disqualification or suspension as a Qualified Contractor shall be borne entirely by the contractor. Toronto Hydro and its directors, officers, employees, agents and contractors shall not be liable for any costs, losses, damages or liabilities whatsoever in the event the contractor is not qualified; or in the event that a Qualified Contractor is subsequently temporarily or permanently suspended or disqualified. Furthermore, neither Toronto Hydro nor any of its directors, officers, employees, agents or contractors shall be liable for any claims, demands, actions, regulatory proceedings, penalties, damages, losses, judgments and settlements, liabilities, costs, expenses (including legal fees and other related costs and expenses) arising out of, related to, or incidental to any breach, violation, negligence, wilful misconduct, fraud, fault, or omission of a Qualified Contractor, in whole or in part, or any of its directors, officers, employees, agents or subcontractors.

## **11. COMPETITIVE BIDS**

Toronto Hydro expressly reserves the right, in its sole judgement and discretion, to determine the pre-qualified contractors that will be invited to submit competitive bids for a project, if any. Upon any such invitation, Toronto Hydro may consider factors, other than those listed in this Application, that indicate the contractor's ability to successfully execute a proposed project. The criteria in this Application are minimum criteria and do not limit the criteria and conditions in the competitive bid requestor resulting contract.

## **12. ENQUIRIES**

All questions regarding this Application shall be directed to THESL's representative in writing as follows:

[PreQualApplication@torontohydro.com](mailto:PreQualApplication@torontohydro.com)  
Supply Chain Services  
Toronto Hydro-Electric System Limited  
715 Milner Avenue  
Toronto, ON M1B 3C3  
Telephone: (416) 542-3100

## **INITIAL CONTRACTOR PRE-QUALIFICATION CERTIFICATE ("Certificate")**

I, the undersigned, in submitting this Contractor Pre-Qualification Application ("Application") on behalf of [REDACTED] (the "Contractor"), do hereby certify, on behalf of the Contractor and not in my personal capacity, that:

1. I understand that Qualified Contractor status is required for Contractors that will be working on construction, designing, or auditing of Toronto Hydro's distribution equipment or assets, current or future owned; as a subcontractor to a contractor directly hired by Toronto Hydro; or, on behalf of a requesting party or customer with an existing Co-ordination Agreement or Offer to Connect with Alternative Bid Work with Toronto Hydro.
2. I understand that requesting parties and customers, in which Toronto Hydro has an existing Co-ordination Agreement or Offer to Connect with Alternative Bid Work, may conduct additional evaluations or request additional information that is not requested in this Application. Qualification with Toronto Hydro does not exempt the Qualified Contractor to submit documentation to requesting parties or customers, nor does it entitle the Qualified Contractor to be awarded any contract for work by requesting parties or customers.
3. I understand that pre-qualification is to ensure that all contractors interested in submitting competitive bids to Toronto Hydro, as a fundamental condition of being permitted to bid, have the necessary minimum technical, financial and managerial competence to execute the work and that Toronto Hydro may conduct additional pre-qualifications for specific projects.
4. I understand that Toronto Hydro may, in its sole discretion, temporarily or permanently suspend or disqualify a Contractor that has been qualified ("Qualified Contractor") that fails to maintain compliance with:
  - a. any federal, provincial and municipal statutes, regulations, codes, by-laws, orders in council, directives, rules, guidelines and ordinances applicable to this Application or the contract for the work on a particular project, including, without limitation, all applicable Ontario Energy Board codes, rules, or guidelines; or
  - b. the rules, guidelines or specifications established by Toronto Hydro from time to time of which the contractor has been advised; or
  - c. the requirements of this Application.
5. I understand that the information submitted in the accompanying Application shall be treated as confidential, used only for the purpose of determining the Contractor's qualification and will not be disclosed to any third party except as necessary to investigate and verify the information submitted by the Contractor as set forth in "Section Eleven: Health and Safety Information" and process this Application or as permitted or required by law.
6. I understand that the information submitted in the accompanying Application shall become the property of Toronto Hydro and will not be returned.
7. I understand and agree that qualification does not entitle the Contractor to be invited to submit competitive bids for any or all of Toronto Hydro's projects and that Toronto Hydro expressly reserves the right, in its sole judgment and discretion, to determine which contractors will be invited to submit competitive bids; nor does it entitle the Contractor to be invited to submit bids to requesting parties or customers with an Coordination Agreement or Offer to Connect with Alternative Bid Work with Toronto Hydro.

8. I understand that the information submitted herein is subject to verification and that additional relevant information may be obtained, if required, from references named herein and/or other independent sources. I hereby consent to these sources providing this information and to Toronto Hydro independently verifying this information.
9. I represent and warrant that the Contractor has obtained any and all consents required under applicable personal information or privacy laws to provide the personal information of identifiable individuals in this Application and to permit Toronto Hydro to collect such information and use such information in considering the Application.
10. I understand and agree that it will be the Qualified Contractor's obligation to ensure any subcontractors retained by the Qualified Contractor have the skills, experience and safety training and equipment necessary to do the work that has been sub-contracted, in accordance to all federal, provincial, and municipal statutes, regulations, codes, by-laws, orders in council, directives, rules, guidelines and ordinances applicable to this Agreement, including without limitation all application Ontario Energy Board codes, rules or guidelines, prior to performing any work for Toronto Hydro.
11. Any and all potential conflicts of interest between the Contractor and Toronto Hydro are expressly identified and fully disclosed by the Contractor in the Contractor's Application, including the disclosure of any personal or business relationships between the Contractor, or the Contractor's directors, officers, employees, agents or contractors and Toronto Hydro or Toronto Hydro's directors, officers, employees, agents or contractors.
12. I understand and agree that all costs, expenses, losses, damages or liabilities that may be incurred by the Contractor as a result of or arising out of submitting this Application or Toronto Hydro's rejection of this Application, or the Qualified Contractor's subsequent temporary or permanent disqualification or suspension as a Qualified Contractor shall be borne entirely by the Contractor and that Toronto Hydro and its directors, officers, employees, agents and contractors shall not be liable for any costs, losses, damages or liabilities whatsoever in the event the Contractor is not qualified, or the Contractor is subsequently temporarily or permanently suspended or disqualified as a Qualified Contractor.
13. I understand that the accompanying Application submitted by the Contractor may be disqualified at any time if this Certificate is found not to be true and complete in every respect.
14. I have read, understand and agree to comply with the statements made in this Certificate.
15. I am duly authorized by the Contractor to sign this Certificate, and to submit the accompanying Application, on behalf of the Contractor.

\_\_\_\_\_  
Contractor's Full Corporate/Business/Partnership Name

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## SECTION ONE: PROJECT CATEGORIES

Contractors shall identify the project category or categories for which the contractors are seeking to be qualified by marking the applicable boxes. Please see section 2 of "Introduction to Contractors" for definitions of Tier 2 Contractor and Tier 3 Contractor.

Contractors must be able to complete the whole scope of work for the selected project category in order to become qualified.

Tier 2	Tier 3	<b>Project Category and Scope of Work</b>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Civil Construction Work:</u></b></p> <ul style="list-style-type: none"> <li>• The construction of, or maintenance, repair or replacement of, civil infrastructure, including but not limited to:               <ul style="list-style-type: none"> <li>• Duct &amp; Cable Chamber Systems</li> <li>• Road Crossings</li> <li>• Submersible Vaults</li> <li>• Building Vaults</li> <li>• Vault &amp; Cable Chamber Drains</li> <li>• Padmounts</li> <li>• New Residential Subdivisions</li> <li>• Industrial Subdivisions</li> <li>• Test Holes</li> <li>• FRE® Duct Installations (fiber reinforced epoxy duct, including bridges)</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Sidewalk and Roadway Restoration:</u></b></p> <ul style="list-style-type: none"> <li>• The excavation of a section of roadway and/or sidewalk, including the repair/installation work in laneways, roads, sidewalks, and private property</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Underground Electric Construction Work (Primary; &gt;750 V):</u></b></p> <ul style="list-style-type: none"> <li>• The construction of, or maintenance, repair or replacement of, underground electric distribution equipment (primary; &gt;750V), including but not limited to:               <ul style="list-style-type: none"> <li>• Splicing &amp; Terminating</li> <li>• Submersible Vaults</li> <li>• Building Vaults</li> <li>• Padmounts</li> <li>• Cable Pulling</li> <li>• Underground Rebuilds &amp; Voltage Conversions</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Overhead Electric Construction Work (Primary; &gt;750 V):</u></b></p> <ul style="list-style-type: none"> <li>• The construction of, or maintenance, repair or replacement of, overhead electric distribution equipment (primary; &gt;750V), including but not limited to:               <ul style="list-style-type: none"> <li>• Primary Line Work</li> <li>• Pole Installations, Guying &amp; Anchoring</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Overhead and Underground Electric Construction Secondary Services (&lt; 750 V):</u></b></p> <ul style="list-style-type: none"> <li>• The construction of, or maintenance, repair or replacement of, secondary services, including but not limited to:               <ul style="list-style-type: none"> <li>• Residential and Commercial Services</li> <li>• Customer Equipment for Rebuilds</li> <li>• Pole Installations, Framing, Risers</li> <li>• Service Conversion Overhead to Underground</li> <li>• Slicing &amp; Terminating</li> <li>• Electrical Room Rework</li> <li>• Cable Pulling</li> </ul> </li> </ul>

Tier 2	Tier 3	Project Category and Scope of Work
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Civil and Electrical Design Work:</u></b></p> <ul style="list-style-type: none"> <li>• The design of civil infrastructure and/or electrical distribution systems, including but not limited to:               <ul style="list-style-type: none"> <li>• Overhead Primary/Secondary Distribution</li> <li>• Underground Primary/Secondary Distribution</li> <li>• Railway, Transmission, Pipeline Crossings</li> <li>• Municipal Substation Egress</li> <li>• Easement Approval Drawings</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Civil and Electrical Verification and Audit Work:</u></b></p> <ul style="list-style-type: none"> <li>• Verification and audit of civil infrastructure and/or electrical distribution systems construction and/or design work, including but not limited to:               <ul style="list-style-type: none"> <li>• Verification &amp; Audit of Civil Construction Work</li> <li>• Verification &amp; Audit of Underground Electric Construction Work (Primary, Secondary)</li> <li>• Verification &amp; Audit of Overhead Electric Construction Work (Primary, Secondary)</li> <li>• Verification &amp; Audit of Engineering Design or Permit Approval Work</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Streetlighting Construction Work:</u></b></p> <ul style="list-style-type: none"> <li>• The construction of, or maintenance, repair or replacement of, streetlighting electrical distribution, including but not limited to:               <ul style="list-style-type: none"> <li>• Overhead and Underground Streetlight Electrical Distribution</li> <li>• Pole Installations/Removals, Setting, and framing,</li> <li>• Street light luminaires, brackets, connections, and control systems</li> <li>• Handwells, grounding, terminations/elbows/splices</li> <li>• Construction of civil infrastructure including trenching/tunnelling/directional boring, duct structures, and foundations</li> <li>• Expressway Assets:                   <ul style="list-style-type: none"> <li>• Conventional and high-mast street lighting poles &amp; pole bases</li> <li>• Conventional and high-mast luminaires</li> <li>• Underground duct structures</li> <li>• Overhead and underground conductor</li> <li>• Handwells</li> <li>• Distribution cabinets</li> </ul> </li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Streetlighting Design Work:</u></b></p> <ul style="list-style-type: none"> <li>• The design of streetlighting equipment, including but not limited to:               <ul style="list-style-type: none"> <li>• Streetlighting Civil and Electrical Infrastructure</li> <li>• Utilizing Photometric Calculations</li> <li>• Preparing Permits and Easements</li> <li>• Utility Coordination Utilizing TPUCC Process</li> </ul> </li> </ul>

## SECTION TWO: BUSINESS INFORMATION

If required, contractors may supplement the information requested with an additional sheet(s) marked as "Appendix A – Business Information".

### A. Business Contact Information

Business Name (Legal Name)	
Address	
City, Province	
Postal Code	
Contact Person	
Title	
Phone	
Email	
Number of Employees	
Year Business Established	
Union Affiliation	

Submit a copy of your company's:

- Mission statement
- Organizational chart
- Quality assurance programs

### B. Legal Structure

<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Subsidiary Other: <input type="checkbox"/> (specify)	
If a corporation, is it: <input type="checkbox"/> Federal <input type="checkbox"/> Ontario <input type="checkbox"/> Other (specify): Incorporation Number:	
Parent Company Name	
Parent Company Registered Address	
City, Province	
Postal Code	
Year Parent Company Established	

Submit a copy of your company's:

- Articles of incorporation

### C. Officers / Directors / Partners / Principals

1	Name		4	Name	
	Title			Title	
	Phone			Phone	
2	Name		5	Name	
	Title			Title	
	Phone			Phone	
3	Name		6	Name	
	Title			Title	
	Phone			Phone	

**D. Property Information**

Business Property Owned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Property Leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long at current address?	
Landlord Contact	
Phone	
Email	

## SECTION THREE: FINANCIAL INFORMATION

If required, contractors may supplement the information requested with an additional sheet(s) marked as "Appendix B – Financial Information".

### A. Financial References

Bank Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Submit:

- Letter from Financial Institution indicating if the account is in good standing

### B. Insurance References

Insurance Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Contractor has a minimum amount of \$5,000,000 in comprehensive general liability insurance per occurrence:

Yes     No

If no, indicate the minimum amount of coverage per occurrence: \_\_\_\_\_

Contractor has a minimum amount of \$2,000,000 in automobile liability insurance per occurrence:

Yes     No

If no, indicate the minimum amount of coverage per occurrence: \_\_\_\_\_

Submit:

- A copy of the Insurance Certificate

### C. Bonding Company References

Bonding Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Submit:

- Letter from Bonding Company indicating total bonding limit and confirming the availability of bonding

**D. Primary Supplier References**

Please provide references for at least three (3) of your company's primary suppliers.

Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

Company Name	
Address	
City, Province	
Contact Person	
Title	
Phone	
Email	

## SECTION FOUR: PROJECTS COMPLETED

For each project category of interest selected in Section One, contractors shall provide a minimum of five (5) project references, from at least two (2) different sources, for the projects completed as of the date of submitting this Application.

Contractors may use the below template to submit information requested on each unique project. If previously performed work is a THESL project, please identify any training completed pursuant to Toronto Hydro's training programs and requirements in connection thereto, including, without limitation, training in accordance with the Utility Work Protection Code, the THESL Rule Book, and Confined Space Training.

Contractors may supplement the information requested with an additional sheet(s) marked as "Appendix C – Projects Completed".

### Related Scope of Work (Select Applicable for Each Project)

<input type="checkbox"/>	Civil Construction	<input type="checkbox"/>	Civil and Electrical Design
<input type="checkbox"/>	Sidewalk and Roadway Restoration	<input type="checkbox"/>	Civil and Electrical Verification and Audit
<input type="checkbox"/>	Overhead Electric Construction (Primary)	<input type="checkbox"/>	Streetlight Construction
<input type="checkbox"/>	Underground Electric Construction (Primary)	<input type="checkbox"/>	Streetlight Design
<input type="checkbox"/>	Overhead and Underground Electric Construction Secondary Services		

### Project References

Project Title	
Location (City, Province)	
Duration of Project	
Date Completed	
Project Value	
Project Owner (Company)	
Contact Person	
Title	
Phone	
Description of Project Work	

### Toronto Hydro Training Completed

<input type="checkbox"/>	Utility Work Protection Code
<input type="checkbox"/>	THESL Rule Book
<input type="checkbox"/>	Confined Space Training
<input type="checkbox"/>	Other (please identify):

## SECTION FIVE: PROJECTS UNDERWAY

For each project category of interest selected in Section One, contractors shall provide at least three (3) references of the projects underway as of the date of submitting this Application.

Contractors may use the below template to submit information requested on each unique project. If current project work is a THESL project, please identify any training completed pursuant to Toronto Hydro's training programs and requirements in connection thereto, including, without limitation, training in accordance with the Utility Work Protection Code, the THESL Rule Book, and Confined Space Training.

Contractors may supplement the information requested with an additional sheet(s) marked as "Appendix D – Projects Underway".

### Related Scope of Work (Select Applicable for Each Project)

<input type="checkbox"/>	Civil Construction	<input type="checkbox"/>	Civil and Electrical Design
<input type="checkbox"/>	Sidewalk and Roadway Restoration	<input type="checkbox"/>	Civil and Electrical Verification and Audit
<input type="checkbox"/>	Overhead Electric Construction (Primary)	<input type="checkbox"/>	Streetlight Construction
<input type="checkbox"/>	Underground Electric Construction (Primary)	<input type="checkbox"/>	Streetlight Design
<input type="checkbox"/>	Overhead and Underground Electric Construction Secondary Services		

### Project References

Project Title	
Location (City, Province)	
Duration of Project	
Estimate Completion Date	
Project Value	
Project Owner (Company)	
Contact Person	
Title	
Phone	
Description of Project Work	

### Toronto Hydro Training Completed

<input type="checkbox"/>	Utility Work Protection Code
<input type="checkbox"/>	THESL Rule Book
<input type="checkbox"/>	Confined Space Training
<input type="checkbox"/>	Other (please identify):

## SECTION SIX: MINIMUM EMPLOYEE TRAINING REQUIREMENTS

The below table indicates Toronto Hydro's minimum recommended training requirements for each scope of work. "N/A" means not applicable to Toronto Hydro project categories.

Contractors shall identify the areas of training that employees have completed, or will complete, for each scope of work as per the project categories of interest.

Please mark off the applicable boxes. Contractors may be requested to provide proof of training programs and training certificates. Contractors may supplement the information requested with an additional sheet(s) marked as "Appendix E – Minimum Employee Training Requirements".

Required Training	Civil Construction	Sidewalk and Roadway Restoration	Overhead Electric Construction (Primary)	Underground Electric Construction (Primary)	OH and UG Construction Secondary Services	Civil and Electrical Design	Civil and Electrical Verification and Audit	Streetlight Construction	Streetlight Design
<b>Legislative</b>									
Asbestos Awareness			N/A			N/A			N/A
Confined Space Theory & Entry			N/A			N/A			N/A
Confined Space Rescue Techniques			N/A			N/A			N/A
Electrical Utility Safety Rules (EUSR)									
First Aid/CPR									
Pole Top Rescue Techniques						N/A	N/A		
WHMIS									
ESA O. Reg 22.04									
OHSA Awareness Training									
<b>Technical</b>									
Excavation / Shoring			N/A	N/A	N/A	N/A		N/A	N/A
Operation of Construction/Utility Vehicles						N/A	N/A		N/A
MEA Journeyperson	N/A	N/A			N/A	N/A			
Traffic Control Site Management						N/A			
IHSA Rules and Policies									
Computerized Drafting Tools	N/A	N/A	N/A	N/A	N/A		N/A	N/A	
Software Knowledge	N/A	N/A					N/A	N/A	
Audit	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A
Toronto Hydro Standard Design Practices and Construction Standards									
THESL Rule Book									

## SECTION SEVEN: LABOUR RESOURCES

Contractors shall submit the number of full time and contract employees that are currently employed by the Contractor as of the date of submitting this Application.

If required, Contractors may supplement the information requested with an additional sheet(s) marked as "Appendix F – Labour Resources".

Labour Resource	Full Time Employees	Contract Employees
<b>High Voltage Electrical *</b>		
High Voltage Electrical Journeyman		
High Voltage Electrical Apprentice		
Substation Technician Journeyman		
Other (please specify):		
Other (please specify):		
<i>High Voltage Electrical Total</i>		
<b>Secondary Voltage Electrical &amp; Streetlighting</b>		
Low Voltage Electrical Journeyman		
Lead Joints/Splicers		
Electrical Splicers		
Construction & Maintenance Electrician		
CPLP		
Apprentice (Electrical and Line)		
GEO		
Other (please specify):		
Other (please specify):		
<i>Secondary Voltage Electrical &amp; Streetlighting Total</i>		
<b>Audit &amp; Verification Resources</b>		
Civil Inspector (CVI)		
Electrical Inspector (EI)		
Compliance Inspector (COI) **		
Utility Arborist Inspector (UAI)		
Cut Permit Reviewer (CPR)		
Other (please specify):		
Other (please specify):		
<i>Audit &amp; Verification Resources Total</i>		
<b>Other Labour Resources</b>		
Civil Workforce		
Design Workforce		
P. Eng		
Electrical Designer (minimum CET)		
Project Administration Staff		
Other (please specify):		
Other (please specify):		
<i>Other Labour Resource Total</i>		

\* Must have Lineman Ontario Provincial Classification or Journeyman Certificate of completion issued by MEA or MTCU or a Red Seal Certification

\*\* Must have Red Seal Certification and be certified to work in confined spaces to conduct inspections in cable chambers and are required to be on the Toronto Hydro Clearance List. Compliance Inspector is required for all audit tasks within limits of approach.

## SECTION EIGHT: VEHICLE CAPABILITIES

Contractors shall submit a description of their fleet, including number of vehicles and type of vehicles owned or leased. Describe any preventative maintenance measures and inspections that may be completed, and on what schedule (eg. monthly, quarterly, annually). Please identify any vehicle metrics, targets, and performance against targets. Describe any KPI's that measure safety and reliability of the fleet.

Contractors may use the below template to submit information requested on vehicle capabilities. Contractors may supplement the information requested with an additional sheet(s) marked as "Appendix G – Vehicle Capabilities".

### A. Key Performance Indicators

KPI			
KPI Description			
Target Performance	Past Period Performance	Current Period Performance	Measurement Frequency

KPI			
KPI Description			
Target Performance	Past Period Performance	Current Period Performance	Measurement Frequency

### B. Maintenance and Inspections

Preventative Maintenance Measures	
Inspections	

### C. Description of Fleet

Type of Vehicle	Number of Vehicles Owned	Number of Vehicles Leased

## **SECTION NINE: CRIMINAL OR REGULATORY OFFENSES**

Contractors shall submit a declaration of whether the Contractor or any of its affiliates has been charged or convicted of any criminal or regulatory offence in any jurisdiction (including but not limited to Toronto, Ontario, Canada, the United States, and the European Union).

Please attach declaration(s) to this application marked as "Appendix H – Criminal or Regulatory Offenses".

## **SECTION TEN: CONFLICTS OF INTEREST**

Contractors shall disclose in their response to this Application and on an ongoing basis thereafter any conflict of interest, real or perceived, that exists now or may exist in the future, with respect to any matters in this Application, any invitation to submit competitive bids and resulting contract thereto, or in relation to Toronto Hydro, including the disclosure of any personal or business relationships between the contractor, or its directors, officers, employees, agents, design, architectural or consulting firms, and contractors and Toronto Hydro or its directors, officers, employees, agents and contractors.

Please attach declaration(s) to this application marked as “Appendix I – Conflicts of Interest”.

## **SECTION ELEVEN: HEALTH AND SAFETY INFORMATION**

In order to be eligible to become a Qualified Contractor for Toronto Hydro it is now a prerequisite for contractors to subscribe to ISN Software Corporation. The Contractor must maintain subscription and provide all records and information as required by ISN and Toronto Hydro to allow for the maintenance of such subscription and maintain a rating of "B" or higher on the ISNetwork system within 6 months after initial conditional approval notification. Contingent of a rating of "B" on the ISNetwork system, Contractors that satisfy this criterion will be notified by Toronto Hydro of their selection as a Qualified Contractor.

Moreover, the ISN status will be verified on an annual basis, based on the end of the calendar year (December 31<sup>st</sup>). If at that time the rating falls below a "B" a warning letter will be issued and the contractor will have one month's time to achieve the "B" rating or risk removal from the Qualified Contractors List.