WILFRID LAURIER UNIVERSITY
Waterloo | Brantford | Kitchener | Toronto

Request for Proposals

for

L7 Library – Faculty of Education

Request for Proposals No.: **2025-PR-57**

Issued: **Tuesday November 3, 2026**

Submission Deadline**: Wednesday December 2, 2026 at 2:00PM local time**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the "RFP") is an invitation by Wilfrid Laurier University (WLU) to prospective proponents to submit proposals for the **L7 Library – Faculty of Education** project as further described in Section A of the RFP Particulars (Appendix D) (the "Deliverables").

Wilfrid Laurier University is soliciting proposals from qualified General Contractors to complete the Faculty of Education project on Level 7 of the Library building. The scope of the work includes new classrooms, administrative and faculty offices, student lounge and café space. Refer to the information provided in this RFP and the project drawings and specifications.

Wilfrid Laurier University inspires students to lead lives of leadership and purpose. Laurier is focused on a holistic approach to education and an unwavering commitment to academic excellence that prepares our graduates to excel in the future. Our forward-thinking academic programs in business and economics, science, music, arts, social science and humanities, social work and education, provide opportunities for hands-on experience in and outside the classroom as well as ground-breaking research initiatives.

Community in the heartbeat of out institution. Our vibrant community of over 20,000 students is spread across our close-knit campuses in Waterloo, Brantford, and Milton, where student develop meaningful connections with their professors and peers, actively engage in campus life, and cultivate a sense of belonging. This unique student experience sets Laurier apart.

Driven by a commitment to excellence, our passionate students, alumni, educators, researchers, and leaders tackles some of society's most pressing challenges, leading positive change worldwide.

Learn more about Laurier's campuses in Waterloo, Brantford, and Milton, and our locations in Kitchener, Toronto and Yellowknife at wlu.ca.

1.2 RFP Contact

For the purposes of this procurement process, the "RFP Contact" will be:

Meagan Sitek, Project Manager (Capital Projects)
msitek@wlu.ca
519-802-1751

Proponents and their representatives are not permitted to contact any employees, officers, agents, officials or other representatives of Wilfrid Laurier University, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with Wilfrid Laurier University for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing

negotiations between Wilfrid Laurier University and the selected proponent. It is Wilfrid Laurier University's intention to enter into an agreement with only one (1) legal entity. The term of the agreement is to be for a period of **1-year**, with an option in favour of Wilfrid Laurier University to extend the agreement on the same terms and conditions for an additional term of up to **1-year.**

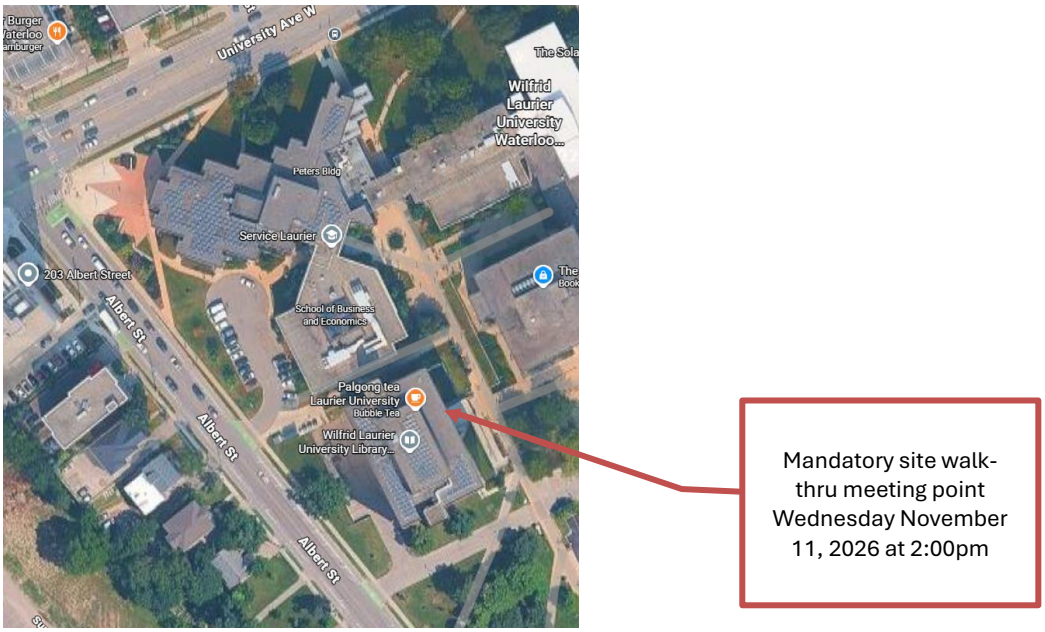
1.4 RFP Timetable

Issue Date of RFP	Tuesday November 3, 2026
Mandatory Site Visit / Pre-Bid Meeting	Wednesday November 11, 2026, at 2:00pm local time
Deadline for Questions	Thursday November 19, 2026
Deadline for Issuing Addenda	Wednesday November 25, 2026
Submission Deadline	Wednesday December 2, 2026 at **2:00pm local time**
Rectification Period	3 business days
Anticipated Ranking of Proponents	Wednesday December 9, 2026
Contract Negotiation Period	4 calendar days
Anticipated Execution of Agreement	Tuesday December 15, 2026
Anticipated Commencement of Construction	Monday January 4, 2027
Substantial Completion	Friday August 6, 2027

The RFP timetable is tentative only, and may be changed by Wilfrid Laurier University at any time. For greater clarity, business days means all days that Wilfrid Laurier University is open for business.

It is recommended that each company with an affiliate attending the walkthrough confirm their attendance by emailing Meagan Sitek at msitek@wlu.ca.

Site Visit Location: Library Building, Main Lobby, 75 University Ave. W., Waterloo



1.5 Submission of Proposals

1.5.1 Submission Instructions

(a) Proposals will only be accepted if received by the Submission Deadline.

(b) All proposals and accompanying documents must be uploaded electronically at https://laurier.bonfirehub.com**.** Hardcopies of proposals will NOT be accepted.

(c) Organize your submission into the following individual files (note the required file types). Each file has a maximum size of 50MB. You will upload each file individually.

File Name	File Type	# Files	Requirement
Proposal	PDF	1	Required
Submission Form	PDF	1	Required
Pricing Form	PDF	1	Required

(d) Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to the closing time. Proposals not fully uploaded before the submission deadline will not be evaluated.

(e) Wilfrid Laurier University is using a Euna Procurement (Bonfire) public portal for the submission process. For technical questions related to submitting your documents, please contact Euna Solutions at support.procurement@eunasolutions.com

1.5.2 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by “un-submitting” an already submitted proposal in accordance with the instructions provided on the Bonfire site and submitting a new proposal in accordance with the submission instructions set out above.

1.5.3 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal.

To withdraw a proposal prior to the Submission Deadline, the proponent may “un-submit” their submission in accordance with the instructions provided on the Bonfire site.

To withdraw a proposal following the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. Wilfrid Laurier University is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

Wilfrid Laurier University will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, Wilfrid Laurier University will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be excluded from further consideration. The Rectification Period will begin to run from the date and time that Wilfrid Laurier University issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

Wilfrid Laurier University will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of Wilfrid Laurier University as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

Wilfrid Laurier University will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in the Pricing Form (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with Wilfrid

Laurier University. In the event of a tie, the selected proponent will be the proponent with the highest score on the rated criteria.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of Wilfrid Laurier University or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between Wilfrid Laurier University and the selected proponent. Negotiations may include requests by Wilfrid Laurier University for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by Wilfrid Laurier University for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

Wilfrid Laurier University intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date Wilfrid Laurier University invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, Wilfrid Laurier University may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until Wilfrid Laurier University elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 References and Past Performance

In the evaluation process, Wilfrid Laurier University may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with Wilfrid Laurier University or other institutions.

3.1.5 Information in RFP Only an Estimate

Wilfrid Laurier University and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by Wilfrid Laurier University

Wilfrid Laurier University will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

Wilfrid Laurier University makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. Wilfrid Laurier University

may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. Wilfrid Laurier University is under no obligation to provide additional information, and Wilfrid Laurier University is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. Wilfrid Laurier University is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If Wilfrid Laurier University, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by Wilfrid Laurier University. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If Wilfrid Laurier University determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, Wilfrid Laurier University may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, Wilfrid Laurier University may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). Wilfrid Laurier University may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by Wilfrid Laurier University and a proponent, the other proponents will be notified of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If, subsequent to attending a debriefing, a proponent wishes to challenge the RFP process, the proponent should follow Wilfrid Laurier University's procurement protest procedures set out below:

(a) The proponent is to file their protest with the Director, Planning, Design and Construction, by certified mail, within fifteen (15) business days of the debriefing meeting. The proponent's filing should include:
- The name and address of the proponent
- Identification of the contract or bid solicitation being protested
- Detailed and factual statement of the grounds for protest
- Supporting documentation
- Desired relief, action or ruling

(b) The Director, Planning, Design and Construction will respond to the proponent, by certified mail, within twenty (20) business days of receiving the protest notice.

(c) If a resolution cannot be met, the proponent must contact the AVP Facilities and Asset Management and copy the Director, Planning, Design and Construction, by certified mail, within ten (10) business days of receiving the first response from the Director, Planning, Design and Construction.

(d) The AVP Facilities and Asset Management will respond to the proponent, by certified mail, within twenty (20) business days of receiving the protest notice.

(e) If a resolution cannot be met, the proponent can direct their complaint to the VP Finance and Administration (copying both the AVP Facilities and Asset Management and the Director, Planning, Design and Construction) within ten (10) business days of receiving the response from the AVP Facilities and Asset Management.

(f) The decision of the VP Finance and Administration is final and will be provided within twenty (20) business days of the VP Finance and Administration receiving the protest.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

Wilfrid Laurier University may disqualify a proponent for any conduct, situation or circumstances, determined by Wilfrid Laurier University, in its sole and absolute discretion, to constitute a Conflict of Interest, as defined in the Submission Form (Appendix B).

3.4.2 Disqualification for Prohibited Conduct

Wilfrid Laurier University may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if Wilfrid Laurier University determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.3 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.4 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.5 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.6 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, officials or other representatives of Wilfrid Laurier University; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.7 Past Performance or Past Conduct

Wilfrid Laurier University may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

(a) illegal or unethical conduct as described above;

(b) the refusal of the supplier to honour its submitted pricing or other commitments; or

(c) any conduct, situation or circumstance determined by Wilfrid Laurier University, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of Wilfrid Laurier University

All information provided by or obtained from Wilfrid Laurier University in any form in connection with this RFP either before or after the issuance of this RFP

(a) is the sole property of Wilfrid Laurier University and must be treated as confidential;

(b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;

(c) must not be disclosed without prior written authorization from Wilfrid Laurier University; and

(d) must be returned by the proponent to Wilfrid Laurier University immediately upon the request of Wilfrid Laurier University.

Wilfrid Laurier University name, logo, crest, etc., should not be used without the prior written consent of Wilfrid Laurier University.

3.5.2 Confidential Information of Proponent

Wilfrid Laurier University is subject to the Ontario Freedom of Information and Protection of Privacy Act. A proponent should clearly identify as “Confidential” any information in its proposal or any accompanying documentation regarding trade secrets, commercial, financial, labour relations, technical or other aspects of the proposal, which in the proponent’s opinion are of a proprietary or confidential nature and are significant enough to be injurious to the proponent should this information be disclosed.

Wilfrid Laurier University will use all reasonable efforts to maintained the confidentiality of such information, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Wilfrid Laurier University to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of information pursuant to this RFP, questions are to be submitted to the RFP Contact.

Proposals will be considered a derived work from this RFP and shall not be copyright protected.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

(a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and

(b) neither the proponent nor Wilfrid Laurier University will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and Wilfrid Laurier University by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of Wilfrid Laurier University to enter into an agreement for the Deliverables.

3.6.4 Cancellation

Wilfrid Laurier University may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

(a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);

(b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and

(c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

1. CONTRACT DOCUMENTS

CCDC 2 - 2020 shall be used as the base form of the agreement. The University is not required to produce a formal Contract for signature. The University may elect to treat the award to the Proponent (i.e., communication of acceptance of the Proponent's Proposal), the Proposal submitted by the Proponent, and the terms set out in the Request for Proposals, together with alterations or variations agreed upon (if any), as the Contract. The University reserves the right to, at any time (before, during or after the term of the Contract), produce a formal Contract for signature and require that it be executed and delivered within the time stipulated in Part 1 of the Proposal Form (or such later time as the University may allow).

2. SUPPPLEMENTARY CONDTIONS

The base form of agreement shall include the Supplementary Conditions included Appendix E to form part of the negotiated agreement with the successful proponent.

The following terms and conditions are expected to form part of the negotiated agreement with the successful proponent:

1. Assignment or Subcontracting

The Supplier may not assign or subcontract any part of the contract without the prior written consent of Wilfrid Laurier University.

2. Indemnification

The Supplier shall indemnify Wilfrid Laurier University, its Board of Governors, students, employees, servants and / or agents from all damage, damages, losses, costs, claims, demands, actions, suits, or proceedings which may arise directly or indirectly as a result of the negligent or wrongful acts or omissions of the Supplier, its employees, agents and/or servants in the performance or purported performance of any of its obligations under the contract, whether or not such claims are initiated by third parties or arise between the parties.

3. Contractor Safety Policy

The Supplier shall abide by the requirements of the WLU Contractor Safety Policy available for review at:

http://www.wlu.ca/documents/29232/Contract_Labour_Policy.pdf

4. Insurance

4.1 CGL

The Supplier shall carry at all times during the performance of the work commercial general liability insurance with a limit of not less than $5,000,000 inclusive per occurrence

for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of board form property damage, contractual liability, completed operations and product liability, and automobile liability (owned and non-owned), and such other types of insurance as would be carried by a prudent person performing such contract work and as Wilfrid Laurier University may from time to time require.

Wilfrid Laurier University shall be named as an additional insured without right of subrogation in all policies of insurance.

All such policies of insurance shall provide that the Insurers shall give at least thirty (30) days written notice to Wilfrid Laurier University prior to any cancellation, material changes, or amendments restricting coverage of any policy or policies.

4.2 Builder's Risk Insurance

The Supplier shall carry at all times during the performance of the work Builder's Risk Insurance covering the full value of the works under the project scope, including but not limited to, the air supported dome structure as well as the existing artificial turf field and their respective related components.

Wilfrid Laurier University shall be named as an additional insured without right of subrogation in all policies of insurance.

All such policies of insurance shall provide that the Insurers shall give at least thirty (30) days written notice to Wilfrid Laurier University prior to any cancellation, material changes, or amendments restricting coverage of any policy or policies.

4.3 WSIB

The Supplier shall at all relevant times carry Workplace Safety and Insurance Board of Ontario coverage or Employers Liability Insurance in the amount of not less than $2,000,000 and shall submit its WSIB number together with a letter from the appropriate WSIB Department indicating there are no outstanding fees, fines, claims or debts due on the Contractor's WSIB account, to Wilfrid Laurier University prior to the commencement of the work.

4.3 Independent Operators

Should the Workplace Safety & Insurance Board of Ontario consider the Supplier an Independent Operator, the Supplier confirms that it shall not hold the University liable for any injuries (including death) normally subject to WSIB coverage.

5. Warranty

The Supplier shall warrant its work and/or products for a period of not less than one (1) year from completion, installation or supply against all defects and deficiencies in manufacture, workmanship and installation. The Supplier shall also promptly remedy or replace any defect or deficiency, in the goods or services as solely determined by Wilfrid

Laurier University, upon notice from the University to do so, and at no cost to Wilfrid Laurier University.

Should the Supplier fail to remedy any defect or deficiency promptly with a reasonable time after notice to do so, Wilfrid Laurier University may remedy the defect or deficiency, at the Supplier's cost.

Any products supplied and installed by the Supplier shall be installed in such a manner as to preserve any and all manufacturer warranties, for the benefit of Wilfrid Laurier University.

6. Relationship between Supplier and Wilfrid Laurier University

Wilfrid Laurier University and the Supplier acknowledge and agree that they are independent contractors in a contract for goods and/or services and no employer - employee, partnership nor agency relationship is intended or created by their agreement.

The Supplier shall be solely responsible for all matters relating to statutory deduction of all taxes, employment insurance, Canada Pension, carry Workplace Safety and Insurance Board of Ontario insurance premiums, leave, remuneration, discipline and all licenses and permits which may be or may become required to perform the Work.

Notwithstanding the above, while at Wilfrid Laurier University, personnel of the Supplier must observe all regulations and policies of Wilfrid Laurier University including parking and traffic regulations. Vehicles shall be parked in areas, at the successful bidder's (if any) expense, as directed by the University's Parking Administration.

7. Termination

In addition to any rights of termination at law or in equity, Wilfrid Laurier University shall have the right to terminate any contract formed with the Supplier upon written notice to the successful bidder.

8. Force Majeure

If either the Supplier or Wilfrid Laurier University is unable to perform any of its obligations in this contract by reason of fire or other casualty, strike, order of a public authority, Act of God, or other cause beyond the reasonable control of such party, then such party shall be excused from such performance of the contract for the duration of such cause. In the event such inability to perform shall continue longer than 30 days, either party may terminate this agreement without further liability by giving written notice to the other party.

9. Governing Law

The contract is to be construed and governed by the laws of the Province of Ontario and federal laws of Canada applicable therein. The United Nations Conventions on Contracts for the International Sale of Goods and any legislation enacted for same do not apply.

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between Wilfrid Laurier University and the proponent unless and until Wilfrid Laurier University and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in the completed Pricing Form (Appendix C).

4. Non-binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in the Pricing Form (Appendix C). The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by Wilfrid Laurier University prior to the Deadline for Issuing Addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line: _____. If this section is not completed, the proponent will be deemed to have received all posted addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of Wilfrid Laurier University in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or

(b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a)(i) above, proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of Wilfrid Laurier University within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ❑ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by Wilfrid Laurier University to the advisers retained by Wilfrid Laurier University to advise or assist with the RFP process, including with respect to the evaluation this proposal.

Signature of Witness	Signature of Proponent Representative
Name of Witness	Name of Proponent Representative
	Title of Proponent Representative
	Date

I have the authority to bind the proponent.

APPENDIX C – PRICING FORM

1. Instructions on How to Complete Pricing Form

(a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.

(b) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth **35** points of the total score.

Pricing will be scored based on the TOTAL BASE BID and a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

$$lowest\ price \div proponent's\ price\ \times\ weighting = proponent's\ pricing\ points$$

3. Pricing Form

See Bid Form in project specifications.

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

The supplier shall provide all necessary materials, labour, and equipment necessary to complete the project in accordance with the drawings, specifications, and other information provided in Appendix E.

Notwithstanding the generality of the above, the work shall include but is not necessarily limited to:

1. Act as the General Contractor to complete all aspects of the project as indicated in Appendix E.
2. Chair and attend Owner, Architect, & Contractor (OAC) meetings on a minimum of bi-weekly basis for the duration of the project. WLU reserves the right to increase these meetings to weekly, as required. OAC meetings are anticipated to be in-person unless otherwise coordinated with the WLU representative.
3. Submission of a Project Construction Schedule to the approval of the Client, including monthly schedule updates and projections.
4. Submission of Change Order Logs, Submittal Logs, RFI logs, Budget updates, and a Risk Register to be completed and updated in all OAC meetings.
5. Attendance at a Construction Start-up Meeting that will include detailed review and photo documentation of existing conditions both on and adjacent to the site.
6. Coordination and scheduling of all work to meet the timelines identified.
7. Verify all existing on-site conditions and their relation to the project drawings and specifications.
8. WLU should be notified in writing of any discrepancies in the contract documents governing the installation of the required components from those standard installation details recommended and used by the manufacturer.
9. Coordination with WLU Information and Communication Technologies (ICT) and Facilities Asset Management (FAM) departments for WLU standards and Owner-supplied components, including but not limited to IT Infrastructure, furniture, AV equipment, hardware, access controls, and washroom accessories. See project drawings and specifications for details and extent of Owner-supplied items.
10. Provide Owner and Architect access to any Construction Management software used by the General Contractor.
11. Product ordering, delivery and protection.
12. Provide a site office, including meeting space, for OAC meetings, location to be coordinated with WLU representatives.
13. Site clean-up and removal of construction debris / materials.
14. The supply of materials for post-installation maintenance and use by the Client.
15. Coordinate hand-over and training between mechanical, electrical, and controls contractors with WLU FAM representatives. Include any other training as deemed necessary for the scope of work.
16. Project close-out including the supply of warranty, certificates and maintenance manuals.

Project Schedule

Work on-site can begin January 4, 2027, subject to the Laurier Library collections removals, and the Laurier exam schedule. **Ready-for-Takeover for the entirety of the project should be achieved by August 6, 2027.**

B. MATERIAL DISCLOSURES

Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act, 2005 – O. Reg. 429/07, applies to the services to be provided by the selected proponent. This Regulation establishes accessibility standards for customer service and it applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.

http://www.mcss.gov.on.ca/en/mcss/programs/accessibility/index.aspx

C. MANDATORY SUBMISSION REQUIREMENTS

1. Proposal Form

Each proposal must include a Proposal Form on the company's letterhead including all items listed in "F. RATED CRITERIA" below. Information on any sub-contractors should be included in this section. This form shall be completed and signed by an authorized representative of the proponent.

2. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

3. Pricing Form (Appendix C)

Each proposal must include a Pricing Form (Appendix C) completed according to the instructions contained in the form.

4. Other Mandatory Submission Requirements

N/A

D. MANDATORY TECHNICAL REQUIREMENTS

D.1 Bonding

Each proponent shall provide a letter from a recognized bonding company confirming that they have the ability to obtain 50% performance bond and 50% labour and material bond for project.

E. PRE-CONDITIONS OF AWARD

E.1 Insurance Certificate

The selected proponent will be required to provide a certificate of insurance to Wilfrid Laurier University as a condition of receiving the award prior to finalizing the agreement.

F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Evaluation Strategy/Criteria	Weighting	Minimum Threshold
Corporate Profile & Experience	- Similar or related project experience. - Principal projects completed in the past five years - Experience and proficiency specific to the project type and size, construction type and estimated dollar value - Experience in managing projects within post-secondary education institutions - Overall reliability and past performance.	25	17
Experience of Key Personnel	- Experience of Project Manager, Site Superintendent and other key personnel - Experience and proficiency specific to the project type and size, construction type and estimated dollar value - Experience managing post-secondary education building projects - Experience in establishing and maintaining a good working relationship with client, consultants and other stakeholders	20	14
Schedule	Produce a project schedule in a Gantt chart format showing major milestones such as product order dates, major construction activities, completion date.	15	10
Reference Letters	Each proponent is requested to provide three (3) references letters from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last 10 years.	5	3
Pricing		35	N/A
	Total	**100**	

APPENDIX E – BID DOCUMENTS

List of Documents:

1. Appendix E1 - Project Manual & Specifications……751 Pages
2. Appendix E2 - Project Front End Specifications……59 Pages
3. Appendix E3 - Project Drawings:
    a. Architectural Drawings – Issued for Permit/Tender – 2026-10-29……..34 Pages
    b. Structural Drawings – Issued for Permit/Tender – 2026-10-29…….7 Pages
    c. Mechanical Drawings – Issued for Permit/Tender – 2026-10-29…….10 Pages
    d. Electrical Drawings – Issued for Permit/Tender – 2026-10-29…….6 Pages
    e. Communications Drawings – Issued for Permit/Tender – 2026-10-29……6 Pages
4. Appendix E4 - WLU Contract Labour Policy…….....98 Pages
5. Appendix E5 - WLU CCDC 2 - 2020 Supplementary Conditions……..…32 Pages