
CEDARBROOK LODGE RETIREMENT RESIDENCE

REQUEST FOR QUOTATIONS (RFQ)

Issued by: Unity Health Toronto

Request for Quotations Number: UHT 5583-000

Request for Quotations Issued on: August 18, 2026

Mandatory Site Visit: August 24, 2026, 10:00am

Bidder's Submission Deadline: 11:00:00am on September 11, 2026, Local Time in Toronto, Ontario, Canada

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PART I – INTRODUCTION

1.1 Invitation to Bidders

This Request for Quotations (“RFQ”) is an invitation to prospective Bidders listed on RFSQ UHT 729-008 General Contractors – Request for Supplier Qualification Level 3. The invitation is for pre-qualified Bidders to submit Quotations to enter into a CCDC2-2020 Agreement (“Agreement”) for the provision of general contractor and related services, and related services and support (“Services”) as further described in the Part II - Deliverables (“Deliverables”) to meet the requirements of Unity Health Toronto.

4.1.1 In submitting a Quotation, a Bidder represents that it acknowledges and agrees that:

- a) historically marginalized groups in our communities often encounter barriers and inequities to full access and participation;
- b) the diversity of relevant stakeholders contributes to the growth, enrichment and strength of our communities;
- c) during the term of this RFQ process and any Agreement to which the Bidder may become a party, the Bidder will aim to ensure that all appropriate stakeholders receive fair and equitable treatment including access and opportunity to participate with dignity and respect, and enjoy an environment that is free from racism and other forms of discrimination and/or oppression; and
- d) the Bidder supports the dismantling all forms of racism, discrimination and oppression in its organization, including in its own operations, program, and governance structures.

In the event that Unity Health Toronto becomes aware that the Bidder is acting in a manner that is in conflict with the representations set out in this Section, the Bidder may be disqualified from this RFQ process.

1.2 Overview of Unity Health Toronto

Unity Health Toronto, comprised of Providence Healthcare, St. Joseph’s Health Centre and St. Michael’s Hospital, works to advance the health of our patients, clients and residents, and our urban communities. Our shared purpose is rooted in our common mission of providing excellent, compassionate care to all we serve, including those who experience marginalization or disadvantage. Unity Health Toronto serves as a model of system integration between an academic health science centre, large community teaching centre and a post-acute organization providing rehabilitation, palliative care, long-term care and community care.

Providence Healthcare provides rehabilitation, palliative care, long-term care and community programs in Toronto.

St. Joseph’s Health Centre is a community teaching health centre affiliated with the University of Toronto that has served the communities of west Toronto and beyond for nearly a century. It is a vital resource for people and families at every stage in their lives, including family birthing, specialized paediatric services, family medicine and dedicated programs for the growing senior population.

St. Michael’s Hospital is a fully affiliated University of Toronto teaching and research-intensive hospital, and is a hub for care, ranging from primary and secondary care to highly complex tertiary and quaternary care for patients from across the province. St. Michael’s is downtown Toronto’s adult trauma centre – an urban focal point for neurosurgery, complex cardiac and cardiovascular care, diabetes and osteoporosis care, minimally invasive surgery, and care of those who experience disadvantage.

Unity Health Toronto has over 1,100 beds, and services 6,100 births, 794,000 ambulatory visits, 175,000 emergency visits and performs 57,000 surgical procedures per year. More than 10,000 staff, 1350 medical staff, 1200 volunteers, and 5,700 students are committed to providing excellent care to each and every patient.

For additional information please visit <https://unityhealth.to/>

1.3 Other Purchasers

This RFQ is administered by Unity Health Toronto on its own behalf. However, this RFQ is also conducted for the benefit of any Purchaser that wishes to avail itself of this RFQ.

The relevant terms of Unity Health Toronto’s resulting Agreement with the Successful Bidder may also be extended to any other Purchaser that wishes to participate in the Agreement for the same Product(s) and/or Services during the term. Purchasers shall be entitled to the same terms and conditions provided that the Purchaser has the same scope, footprint

and other conditions as outlined in this Agreement, and subject to negotiation and execution of a separate agreement between the Successful Bidder and the Purchaser. Unity Health Toronto shall be entitled to any pricing reductions or more favourable terms or conditions obtained as a result of the negotiations of other Purchasers.

1.4 Term of Agreement

Unity Health Toronto intends that the Agreement will be signed in or about October 2026. The Agreement must be signed before the provision of any Deliverables commences.

Unity Health Toronto reserves the right to select, at its sole and exclusive discretion, none, one or any number of Bidders responding to this RFQ, in whole, in part or to issue no award.

By submitting a Quotation, a Bidder is agreeing to all of the requirements of this RFQ.

1.5 No Guarantee of Volume of Work

The information contained in this RFQ or provided by way of addenda constitutes an estimate and is supplied solely as a guideline to Bidders indicating the general size of the work. Such information is not guaranteed, represented, or warranted to be accurate, nor is it necessarily comprehensive or exhaustive.

Nothing in this RFQ is intended to relieve the Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.

It is the Bidder's responsibility to avail itself of all the necessary information to prepare a Quotation in response to this RFQ.

Unity Health Toronto is not obligated to provide any guaranteed volume of purchases to Vendor under any Agreement resulting from this RFQ.

1.6 Definitions

Unless otherwise specified in this RFQ, capitalized words and phrases have the meaning set out hereunder:

“Agreement” means the agreement to be made between the Preferred Bidder and Unity Health Toronto, together with all schedules and appendices attached thereto and all other documents incorporated by reference therein, as amended from time to time by agreement between Unity Health Toronto and the Vendor;

“Applicable Law” means any common law requirement and all applicable and enforceable statutes, regulations, directives, policies, administrative interpretations, orders, by-laws, rules, guidelines, approvals and other legal requirements of any government and/or regulatory authority in effect from time to time;

“BOBI” or **“BOBIA”** means the *Building Ontario Business Initiative Act (Ontario)*, which is a transformational province-wide program to leverage the role public sector procurement can play in economic development. BOBI is designed to allow the province to continue doing business with its trade partners while addressing the needs of the local economy;

“Buy Ontario Procurement Directive” means the Buy Ontario Procurement Directive issued by the Management Board of Cabinet, as amended, restated, or replaced from time to time, pursuant to the Buy Ontario Act (Public Sector Procurement), 2025 (Ont.), including all applicable mandatory domestic sourcing requirements, supply chain documentation regulations, and compliance standards governing public sector procurement in the Province of Ontario;

“Bidder” means a legal entity (proprietor, partnership or corporation) which submits a Quotation in response to this RFQ and, as the context suggests, refers to a potential Bidder;

“Business Day” means Monday to Friday between the hours of 9:00 a.m. to 5:00 p.m., except when such a day is a public holiday, as defined in the *Employment Standards Act (Ontario)*, or as otherwise agreed to by the parties in writing;

“Canadian Business” means a commercial enterprise that is incorporated pursuant to the laws of Canada, and which has ongoing business activities in Canada;

“Canadian-Made Good” means a good that meets any one of the following criteria:

- Is wholly manufactured or originating in Canada,
- At least 51% of the total direct costs of producing or manufacturing the good have been incurred in Canada, or

- Is labelled as “Made in Canada” or “Product of Canada”;

“**Canadian Service**” means a service wholly provided by individuals (natural persons) located in Canada;

“**Confidential Information**” means any information relating to Unity Health Toronto, the Personal Health Information of its patients, Personal Information (PI), and business confidential information (BCI), or otherwise proprietary to Unity Health Toronto, issued to, used by, accessed by, or disclosed to Bidders, directly or indirectly, in connection with the performance of the Bidders’ obligations under this RFQ;

“**Conflict of Interest**” means any situation or circumstance where, in relation to the performance of its obligations under this RFQ or the Agreement, the Bidder’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 obligations under this RFQ or the Agreement;

“**Construction**” means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement

“**Deliverables**” means the Services to be delivered as specified in this RFQ;

“**DSCP**” means the Domestic Supply Chain Plan introduced under the Buy Ontario Procurement Directive, which outlines the Bidder’s approach to supporting and strengthening domestic supply chains in accordance with the requirements of the Directive;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act, R.S.O 1990, c.F30 (Ontario)*, as amended from time to time;

“**Ontario Business**” means a business that is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario, AND the business either, (a) has its headquarters or main office in Ontario, OR (b) has at least 250 full-time employees in Ontario at the time of the applicable procurement process;

“**Ontario-Made Good**” means a good that meets any one of the following criteria:

- It is wholly manufactured or originating in Ontario, or
- At least 51% of the total direct costs of producing or manufacturing the good have been incurred in Ontario;

“**Ontario Service**” means a service wholly provided by individuals (natural persons) located in Ontario;

“**Ontario Trading Partner(s)**” means regions party to any of the Canadian Free Trade Agreement (CFTA), the Trade and Cooperation Agreement between Ontario and Quebec (OQTCA), the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA), the World Trade Organization Government Procurement Agreement (WTO-GPA), the Comprehensive and Progressive Agreement for Trans Pacific Partnership (CPTPP), and/or the Canada-United Kingdom Trade Continuity Agreement (CUKTCa);

“**Personal Health Information**” or “**PHI**” has the meaning given to it in the PHIPA and includes information that identifies (or could reasonably identify) an individual and that is collected in the course of providing Healthcare services to that individual, such as: information that relates to the physical or mental health of that individual; that individual’s family history, as reflected in the patient’s record at Unity Health Toronto; that individual’s payment or eligibility for funding for Healthcare; information that relates to that individual’s donation of a body part or bodily substance; the identity of that individual’s substitute decision-maker; that individual’s health card number; and any identifying information that is not personal health information but that is contained in a record of personal health information;

“**PHIPA**” means the *Personal Health Information Protection Act, 2004 (Ontario)*;

“**Preferred Bidder**” means a Bidder that is invited into contract negotiations in accordance with the evaluation of

submissions process as set out in Part 3 – Evaluation of Submissions of this RFQ;

“Providence Healthcare”, “Providence” or “PHC” is part of Unity Health Toronto, a health network that includes St. Joseph’s Health Centre and St. Michael’s Hospital;

“Purchaser” means any other hospital, Ontario Health Team member, Ontario Healthcare Institution engaged in delivering healthcare services, Shared Service Organization or Greater Public Sector organization in addition to Unity Health Toronto that participates in the RFQ process administered by Unity Health Toronto or participates in the resulting Agreement with the Successful Bidder during the term, where applicable;

“Request for Quotations” or “RFQ” means this Request for Quotations issued by Unity Health Toronto, including all schedules, appendices and addenda thereto;

“Service(s)” means the Deliverables procured pursuant to this RFQ;

“St. Joseph’s Health Centre”, “St. Joseph’s” or “SJHC” is part of Unity Health Toronto, a health network that includes Providence Healthcare and St. Michael’s Hospital;

“St. Michael’s Hospital”, “St. Michael’s” or “SMH” is part of Unity Health Toronto, a health network that includes Providence Healthcare and St. Joseph’s Health Centre;

“Subcontractor” means the Vendor’s subcontractors or third-party providers or their respective directors, officers, agents, employees, or independent contractors;

“Submission”, “Quotation” means a complete set of all documents prepared and compiled in accordance with the submission guidelines detailed in this RFQ and transferred to Unity Health Toronto for evaluation of the Quotation contained therein;

“Successful Bidder” means a legal entity (proprietor, partnership or corporation) which is invited to enter into an Agreement for the provision of any or all of the Services covered by this RFQ;

“Term” has the meaning set out in Section 1.4 of this RFQ;

“Unity Health Toronto” means Unity Health Toronto.

“Unfair Advantage” means any conduct, direct or indirect, by a Bidder that may result in gaining an unfair advantage over other Bidders, including but not limited to (i) possessing, or having access to, information in the preparation of its Quotation that is confidential to Unity Health Toronto and which is not available to other Bidders, (ii) communicating with any person with a view to influencing, or being conferred preferred treatment in, the RFQ process, or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFQ process and result in any unfairness;

“U.S. Business”, as defined in the *Public Sector Procurement Restrictions Policy (Ontario)*, means a supplier, manufacturer, or distributor of any business structure (including a sole proprietorship, partnership, corporation, or other business structure) that:

1. Has its headquarters or main office located in the United States (“U.S.”), and
2. Has fewer than 250 full-time employees in Canada at the time of the applicable procurement process.

If a supplier is a Canadian or foreign-based subsidiary of another corporation, the first part of the definition above is met if that supplier is controlled by a corporation that has its headquarters or main office located in the U.S.;

“Vendor” means a Successful Bidder who has assumed full liability and responsibility for the provision of Deliverables pursuant to the Agreement either as a single supplier or a lead supplier engaging other suppliers or Subcontractors.

PART II – THE DELIVERABLES

2.1 RFQ Scope

Unity Health Toronto seeks to obtain the highest quality general contracting services and their subcontractors to complete the required upgrades and renovations on Cedarbrook Lodge Retirement Residence Levels 5 and 6. The Work includes upgrading the fire alarm system to support the conversion of occupancy from B3/C to B2, as well as associated mechanical, electrical, plumbing, architectural, and infection prevention and control (IPAC) work.

The Vendor shall provide all labour, supervision, materials, equipment, tools, permits, coordination, testing, commissioning, protection, hoarding, temporary services, and other services necessary to complete the Work in accordance with the Contract Documents and the requirements of Unity Health Toronto.

Please refer to the following documents for further details.

- Appendix A-Scope of Work
- Appendix B-Specs and drawing

2.1.1 Parts and Accessories [if required]

All parts required to operate the proposed Products will be available for the greater of (i) life of the units or (ii) minimum five (5) years from last date of manufacture.

The Vendor will provide an inventory of replacement parts to be kept on site at Unity health Toronto to reduce operational downtime.

2.1.2 Implementation and Transition [if required]

The Vendor should provide supports to Unity Health Toronto at no cost, ensuring seamless transition and minimal service disruption. The Vendor will provide implementation and training plans to Unity Health Toronto prior to implementation as required. The plan should include activities, estimated timeline, personnel and required Unity Health Toronto resources.

2.1.3 Installation [if required]

The Vendor shall install the Products at Unity Health Toronto on the date or dates specified in their Quotation.

The Vendor shall supply all labour, materials, tools, equipment, permits, fees, inspection and testing costs, and supervision for the complete and satisfactory installation of the Products at Unity Health Toronto.

During the installation of the Products, the Vendor shall keep the installation site in as tidy a condition as practicable and, upon completion of the installation, the Vendor shall remove all tools, equipment, surplus materials and debris and shall leave the installation site in a clean and safe condition satisfactory to at Unity Health Toronto, acting reasonably.

Written authorization must be received prior to the installation or attachment of any of the Vendor's Products, software, or devices on, to, or at Unity Health Toronto owned or leased equipment, software, or communications networks. In the event of problems created by any such installation or attachment as referred to in this section, the Vendor shall be solely responsible for all repairs and services to correct the problems.

2.1.4 Training [if required]

All training shall be provided directly by the Vendor's personnel. There shall be no third party training unless otherwise agreed to in writing. Unity Health Toronto shall have the right to record all such training sessions, provided, however, that such recorded sessions shall be used solely by at Unity Health Toronto to train its staff. Unity Health Toronto reserves the right to have different types of training provided to different individuals.

Training will be held at times that are mutually convenient to both the Vendor and at Unity Health Toronto staff.

2.2 Bidder Requirements

To submit a Quotation for this RFQ the Bidder must meet the following requirements:

- Be a Canadian Business, as per the definition in the BOBIA and this RFQ;

- Bidders must complete and submit the Domestic Supply Chain Plan (“DSCP”) included in Appendix B-Pricing Schedule of this RFQ. Failure to submit a completed DSCP Schedule at the time of Submission Deadline shall result in immediate disqualification of the Bid. At a minimum, the submitted DSCP must clear: a) The line-item value of each Major Good and Service required, including subcontractors. b) The explicit designation of whether each item is Ontario-Made, Canadian-Made, or Non-Domestic. c) The calculated total dollar value and percentage proportion of domestic content.
- Have policies, processes, and practices designed to reduce and prevent the risk that forced labour or child labour is used at any step of the production of goods in Canada or elsewhere by the entity or of goods imported into Canada by the entity and warrants that the goods and services being provided to Unity Health Toronto are not the result of, and in no way involve, forced labour or child labour (as such terms are defined in Canada’s *Fighting Against Forced Labour and Child Labour in Supply Chains Act*)
- Possess expert knowledge and experience in the industry;
- Have relevant experience working with the healthcare industry;
- Provide knowledgeable and timely customer and technical support;
- Upon award notification the successful Bidder shall be required to provide a Material and Labour Bond issued by a Surety Company authorized to transact the business of suretyship in the Province of Ontario under the and in the Owner’s approved form which is attached hereto in the amount equal to 50% of the Contract Price
- Upon award notification the successful Bidder shall be required to provide a Performance Bond issued by a Surety Company authorized to transact the business of suretyship in the Province of Ontario under the and in the Owner’s approved form which is attached hereto in the amount equal to 50% of the Contract Price
- Bidder must submit a copy of valid Commercial General Liability insurance in the amount of no less than \$10 MM per occurrence
- Bidder must submit a copy of valid Automobile insurance in the amount of no less than \$2 MM per occurrence
- Bidder must attend a mandatory site visit

2.3 Pricing Methodology

All prices quoted, unless otherwise instructed in this RFQ, shall remain firm for the Term of the Agreement. All prices quoted shall remain valid for a minimum of one-hundred and eighty (180) Business Days from the Bidder’s Submission Deadline.

- Bidders should ensure any discounts are clearly communicated in their Submission.
- All prices shall be provided in Canadian funds and shall include all applicable customs duties, tariffs, overhead, materials, fuel, office support, profit, permits, licenses, labour, carriage, insurance, Workplace Safety Insurance Board costs, travel, and warranties, and further shall not be subject to adjustment for fluctuation in foreign exchange rates;
- All prices shall be quoted exclusive of the HST, or other similar taxes, each of which, if applicable, should be stated separately; and
- In the event of any discrepancy in the prices within a Quotation, the lowest price quoted shall prevail.

The Bidder is deemed to confirm that it has prepared its Submission with reference to all of the provisions of the RFQ and it has factored all of the provisions of the Agreement, if any, into its pricing assumptions, calculations and into its proposed pricing indicated on the Pricing Submission.

A Quotation that includes conditional, optional, contingent or variable prices that are not expressly requested in the Pricing Schedule may be disqualified.

PART III – EVALUATION OF SUBMISSIONS

3.1 Quotation Evaluation

Unity Health Toronto will conduct the evaluation of the Submissions in the following stages:

Stages	Evaluation	Point Allocation
Stage I	Mandatory Requirements	Pass/Fail
Stage II	Pricing	100 Points
Stage III	Domestic Supply Chain Plan (DSCP)	10% Price Advantage
Stage IV	Cumulative Score	100 Points
	Tie Break	No point allocation

Unity Health Toronto will evaluate the Submissions submitted by Bidders on the basis of the total pricing submitted.

Each Submission that is compliant with section 2.2 and other mandatory requirement, will have the proposed price evaluated based on the relationship of the Bidder's proposed price in comparison to other Bidder's proposed price on Schedule B – Pricing Submission.

The Bidder(s) with the lowest pricing will be identified as the Preferred Bidder and may be invited to enter into contract negotiations.

3.1.1 Stage I – Review of Mandatory Requirements (Pass/Fail)

Stage I will consist of a review to determine which Submissions comply with all of the mandatory requirements.

During Stage I of the evaluation, Submissions will be reviewed for compliance to section 2.2 and other mandatory requirements. Any Submission that is not considered by Unity Health Toronto to meet all mandatory requirements, subject to the express and implied rights of Unity Health Toronto, may be disqualified and not evaluated further.

A Submission must include the following mandatory sections:

Schedule	Description
Requested Information	Mandatory Requirements Checklist (Bonfire)
Requested Information	General Requirements and RFQ General Terms Questionnaire (Bonfire)
Schedule A	Bidder Information
Schedule B	Pricing Submission
Schedule C	Agreement to Bond
Schedule D	Supplementary Terms and Conditions (Redline if Applicable)

If a Bidder fails to provide any mandatory forms, Unity Health Toronto may provide such Bidder with an opportunity to rectify such deficiency. Submissions failing to satisfy the mandatory requirements within a reasonable time after Unity Health Toronto's notice will be disqualified and not evaluated further.

3.1.2 Stage II – Pricing (100 points)

Bidders must include the Schedule B – Pricing information as a separate file in their Submission, completed according to the instructions contained in this part of the RFQ and on Schedule B. A maximum of 100 points will be awarded for the Pricing. The evaluation of the Bidder's pricing will be based on the response to Table 1 – Total Lump-Sum Schedule B – Pricing Schedule.

3.1.2.1 Pricing Evaluation Methodology

Each proposed price will be evaluated based on the relationship of the Bidder's proposed price in comparison to other Bidders' proposed price(s) on Table 1 – Total Lump-Sum Schedule B – Pricing Schedule using a relative formula.

Bidders are required to provide pricing for all items identified in Table 1 – Total Lump-Sum Schedule B – Pricing Schedule, including the optional Items 6 and 7. Unity Health Toronto reserves the right, at its sole discretion, to select both, either one,

or none of the optional items. Unity Health Toronto is not obligated to award any or all optional items, and the selection may be made at the time of award or subsequently, as determined by Unity Health Toronto. For financial evaluation purposes, the total Lump-Sum amount, including the pricing for Items 6 and 7, will be considered in evaluating the Bidders' submissions.

Bidders are also required to provide pricing for Table 2; however, the pricing provided in Table 2 will not form part of the financial evaluation and will be used for informational purposes only.

The below is an example of how points will be calculated for each Submission:

Example of Pricing Evaluation (Available Points = 100 Points) All numbers in this example are hypothetical.		
Quoted Prices	Calculation	Resulting Points
If Bidder #1 proposes the lowest price of \$20,000 that Bidder will receive 100 points.	$\$20,000 \div \$20,000 \times 100$	100.00
If Bidder #2 proposes the second lowest price of \$28,000 that Bidder will receive 71.43 points.	$\$20,000 \div \$28,000 \times 100$	71.43
If Bidder #3 proposes the highest price of \$32,000, that Bidder will receive 62.50 points.	$\$20,000 \div \$32,000 \times 100$	62.50

3.1.3 Stage III – Domestic Supply Chain Plan (DSCP)

This RFQ is subject to the Buy Ontario Procurement Directive. By submitting a Bid, the Bidder agrees to prioritize Ontario-Made Goods, Ontario Services, Canadian-Made Goods, and Canadian Services in accordance with the regulatory thresholds and definitions established by Supply Ontario.

3.1.3.1 DSCP Evaluation

This RFQ will be evaluated based on the Bidder's Proposed Price and the proportion of Ontario-made Goods and Services, followed by Canadian-made Goods and Services. Bidders shall identify the value of Ontario-made Goods and Services and Canadian-made Goods and Services included in their pricing by completing Table 3 - Domestic Supply Chain Plan (DSCP) Schedule B – Pricing Schedule.

The Weighted Domestic Content Percentage will be calculated using the following formula:

Weighted Domestic Content (%) = $[(\text{Ontario-Made Goods and Services} \times 2) + \text{Canadian-Made Goods and Services}] \div \text{Total Proposed Price} \times 100$

For the purpose of this calculation:

- Ontario-made Goods and Services will receive a weighting factor of 2.
- Canadian-made Goods and Services (excluding Ontario) will receive a weighting factor of 1.

The Bidder with the highest Weighted Domestic Content Percentage will receive a 10% evaluation advantage. For evaluation purposes only, the evaluated bid price of that Bidder will be reduced by 10%. This adjustment is applied solely for evaluation and ranking purposes and does not change the Bidder's submitted bid price or the Contract value if awarded.

Example:

Bidder	Bid Price	Ontario-Made Goods & Services	Canadian-Made Goods & Services	Weighted Domestic Value	Weighted Domestic %	DSCP Evaluation Adjustment	Evaluated Price
Bidder A	\$1,000,000	\$250,000	\$150,000	\$650,000	65%	None	\$1,000,000
Bidder B	\$950,000	\$95,000	\$200,000	\$390,000	41%	None	\$950,000
Bidder C	\$1,040,000	\$420,000	\$100,000	\$940,000	90%	10% Price evaluation advantage	\$936,000

Bidder C receives the 10% evaluation advantage. For evaluation purposes only, Bidder C's evaluated bid price becomes \$936,000 ($\$1,040,000 \times 90\%$). If awarded the Contract, Bidder C will be awarded the Contract at its original submitted bid price of \$1,040,000.

3.1.4 Stage IV – Cumulative Score (100 Points)

At the conclusion of Stage III, the final scores for those Bidders that have passed the previous Stages will be tallied and, subject to the express and implied rights of Unity Health Toronto, the highest scoring Bidder will be invited to enter into an Agreement with Unity Health Toronto.

3.2 Tie Break

Where two (2) or more of the Submissions achieve a tied score, to two (2) decimal places, on completion of the evaluation process, the award will be contingent on the result of negotiation with the tied Bidders.

3.3 Contract Negotiation

Unity Health Toronto reserves the right to invite the Bidder(s) with the highest score first for negotiations and to form an Agreement with them. Upon successful negotiation of the Agreement, the Preferred Bidder becomes the Successful Bidder and will be invited to execute the Agreement, upon execution of the Agreement the Successful Bidder becomes the selected Vendor.

Should negotiations with Preferred Bidder(s) not result in an Agreement formation, Unity Health Toronto will then inform the first Preferred Bidder(s) that the negotiation is terminated and will invite the Bidder(s) with the second highest score for negotiations and contract formation.

PART IV – TERMS AND CONDITIONS OF THE RFQ

4.2 RFQ Timetable

The following is a summary of the key dates for this RFQ process:

RFQ Timetable	
Event	Date
Unity Health Toronto's issuance of the RFQ:	August 18, 2026
Mandatory Site Visit: Cedarbrook Lodge – Retirement Residence Main Lobby by Switchboard 520 Markham Rd. Scarborough, Ontario M1H 3A1	August 24, 2026, 10:00am
Bidder's deadline for submission of ALL questions (via e-mail only):	August 31, 2026, 11:00am
Unity Health Toronto's deadline for issuing answers to Bidder's questions:	September 2, 2026
Bidder's Submission deadline:	11:00:00am on September 11, 2026
Quotations evaluation start date:	Week of September 14, 2026
Anticipated award date:	September 2026

Note – all times specified in this RFQ timetable are local times in Toronto, Ontario, Canada.

Unity Health Toronto may amend any timeline, including the Bidder's Submission deadline, without liability, cost, or penalty, and within its sole discretion. In the event of any change in the Bidder's Submission deadline, the Bidders may thereafter be subject to the extended timeline.

4.3 Unity Health Toronto Mandatory Site Visit

Unity Health Toronto requires all Bidders to attend the mandatory Site Visit. Attendance at the Site Visit is a mandatory requirement for participation in this RFQ. Bidders must attend the Site Visit to review the existing facility and gain a clear understanding of the nature and requirements of the Deliverables outlined in this RFQ.

Unity Health Toronto will NOT arrange this meeting again in the event a Bidder fails to participate.

The site visit meeting point is located at the following address:

Cedarbrook Lodge – Retirement Residence. Main Lobby by Switchboard

520 Markham Rd. Scarborough, Ontario. M1H 3A1

Bidders must notify the RFQ Coordinator by email **no later than one business day** prior to the scheduled site visit and provide the full name(s) and title(s) of the attendee(s) representing their organization.

Unity Health Toronto reserves the right to deny participation in the site visit to Bidders who fail to provide advance notice within the required timeframe.

4.4 Communication after RFQ Issuance

4.4.1 RFQ Coordinator Contact Information

All communications regarding any aspect of this RFQ must be directed to the RFQ coordinator.

Unity Health Toronto will accept questions regarding this RFQ in writing only. Bidders are prohibited from discussing this RFQ with any Hospital personnel during the RFQ process with the exception of the RFQ coordinator indicated above.
Violation of this condition may disqualify the Bidder(s) from further consideration of their Submission.

To the extent that Unity Health Toronto considers that the answer to a question may assist in the preparation of a Submission, Unity Health Toronto will share such questions and responses with all Bidders by posting in the same manner as the RFQ was posted. Questions may be reworded to the extent that Unity Health Toronto considers appropriate. Bidders will not be identified with questions asked. Please note that Unity Health Toronto may not answer questions where Unity Health Toronto does not consider the information requested to be required to prepare a Submission, or where the answer to the question posed may be found in the RFQ.

4.4.2 Bidders to Review RFQ

Bidders shall promptly examine this RFQ and all schedules and appendices, including the Agreement and Pricing Schedule, and:

- Shall report any errors, omissions or ambiguities; and
- May direct questions or seek additional information on or before the Bidder's deadline for submission of all questions, as set out in the Section 4.1, to the RFQ coordinator.

All questions must be submitted in writing via Bonfire's Q&A Board and must include the following information:

- Bidder's name and address;
- Bidder's contact person's name, telephone number and email address; and
- Reference to the specific section and page number of the RFQ in question.

In answering a Bidder's questions, Unity Health Toronto will set out the question, but without identifying the Bidder that submitted the question and Unity Health Toronto may, in its sole discretion:

- Edit the question for clarity;
- Exclude questions that are either unclear or inappropriate; and,
- Answer similar questions from various Bidders only once.

Where an answer results in any change to the RFQ, such answer will be formally evidenced through the issue of a separate addendum for this purpose.

Unity Health Toronto is under no obligation to provide additional information but may do so in its sole discretion.

It is the responsibility of the Bidder to seek clarification by submitting questions to the RFQ Coordinator on any matter it considers to be unclear. Unity Health Toronto shall not be responsible for any misunderstanding on the part of the Bidder concerning this RFQ or its process. Bidders shall not:

- After submission of a Quotation, claim that there was any misunderstanding or that any of the circumstances set out in Section 4.2.2 were present with respect to the RFQ; or,
- Claim that Unity Health Toronto is responsible for any of the circumstances listed in Section 4.2.2 of this RFQ.

4.4.3 All New Information to Bidders by way of Addenda

This RFQ may only be amended by an addendum in accordance with this section.

If Unity Health Toronto, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all Bidders in the same way the RFQ documents were originally posted. Each addendum shall form an integral part of this RFQ.

Any amendment or supplement to this RFQ made in any other manner will not be binding on Unity Health Toronto.

Such addenda may contain important information including significant changes to this RFQ. Bidders are responsible for obtaining all addenda issued by Unity Health Toronto. In the space provided in Schedule A – Authorization and Execution, the Bidder shall confirm its receipt of all addenda and question and answer (Q&A) documents by setting out the number of addenda and Q&A documents in the space provided therein.

4.5 Quotation Submission

To be considered in the RFQ process, a Submission must be received **on** or **before** the Bidder's Submission deadline as set out in Section 4.1, **via the Bonfire Portal at unityhealthto.bonfirehub.ca/portal**.



Submissions received after the Bidder's Submission deadline shall NOT be considered. Submissions transmitted by email, facsimile, or sent by any other means shall not be considered.

4.6 Clarification of Quotations

Unity Health Toronto shall have the right at any time after the Bidder's Submission deadline, to seek clarification from any Bidder in respect of the Quotation, without contacting any other Bidder.

Any clarification sought shall not be an opportunity for the Bidder to either correct errors or to change its Quotation in any substantive manner. Subject to the qualification in this provision, any written information received by Unity Health Toronto from a Bidder in response to a request for clarification from Unity Health Toronto may be considered, if accepted, to form an integral part of the Quotation, at Unity Health Toronto's sole and absolute discretion.

Unity Health Toronto shall not be obliged to seek clarification of any aspect of any Quotation.

4.7 Debriefing

Following the issuance of a notice of award by Unity Health Toronto, any unsuccessful Bidder may request to have a debriefing session with Unity Health Toronto regarding this procurement process, provided that such request be submitted in writing (via email or delivery) to Unity Health Toronto RFQ Coordinator within sixty (60) days from the issue date of the notice of award. Following such a request for a debriefing session, Unity Health Toronto will confirm the date, time and location of the debriefing session in writing. The intent of the debriefing session is to aid the unsuccessful Bidder in improving future submissions related to subsequent procurement opportunities. In no event shall any debriefing session be used by an unsuccessful Bidder to challenge this procurement process or to ask questions unrelated to this procurement process.

4.8 Disqualification

Without limiting the other rights of Unity Health Toronto, as described in this RFQ, Unity Health Toronto without liability, cost or penalty, and in its sole discretion, may disqualify any Submission at any stage of the RFQ process if:

- The Submission contains materially incorrect information;
- The Bidder materially misrepresents any information provided in its Submission;
- There is any evidence that the Bidder, its employees, or agents colluded with one or more other Bidders or any of its or their respective employees or agents in the preparation of the Submission;
- The Bidder's lack of co-operation impedes the RFQ process or the evaluation of any Submission(s) submitted pursuant to this RFQ;
- The Bidder has previously committed a material breach of a contract with Unity Health Toronto;
- The Bidder has been charged or convicted of a summary conviction or criminal offence in respect of a contract; or
- In the case of a Submission jointly submitted by multiple parties, in the event that one party decides to opt out of the RFQ process, cannot continue to be a Bidder, or cannot fulfill the obligations set out in this RFQ.

4.9 No Bidding Contract

By issuing this RFQ and by receiving compliant Quotations, Unity Health Toronto does not intend to create any contractual relations or obligations with any Bidder by virtue of issuing this RFQ or by receiving or opening or evaluating any Quotation or by conducting negotiations with Bidders.

4.10 Procurement Protest

A Bidder that wishes to protest the process utilized in this RFQ shall deliver written notice of the protest (via email or delivery) to the RFQ Coordinator. Unity Health Toronto shall acknowledge receipt of the protest in writing within five (5) Business Days and endeavor to deliver a response to the Bidder's protest in writing within twenty (20) Business Days. Unity Health Toronto's dispute resolution procedures regarding such protests are subject to applicable trade agreements.

4.11 FIPPA

Unity Health Toronto requires that all information must be handled in strict confidence by all parties.

Bidder acknowledges and understands that, as of January 1, 2012, Unity Health Toronto is bound by the FIPPA and that records in the custody or control of Unity Health Toronto, including records related to this procurement process, are accordingly subject to disclosure obligations in accordance with FIPPA. Bidder acknowledges and agrees that, notwithstanding any provision in this RFQ and/or any subsequent Agreement, this RFQ, Bidder's Submission, any subsequent Agreement and any other information supplied to Unity Health Toronto may be disclosed by Unity Health Toronto where it is required to do so by an order of a court or tribunal of competent jurisdiction or otherwise required by law.

4.12 Notice of Collection of Personal Information

Any personal information (the "Personal Information") collected in response to this RFQ is collected for the proper administration of Unity Health Toronto operations and will be used to evaluate Submissions, for any audit of this procurement process and/or for contract management purposes. Where the Personal Information relates to an individual assigned by the Successful Bidder to provide any or all Deliverables, the Personal Information may be used by Unity Health Toronto to compare the qualifications of that individual with any proposed substitute or replacement made during the performance of any subsequent Agreement. Questions about this collection should be directed to the Freedom of Information Coordinator, Information Access and Privacy Office, St. Michael's Hospital, 30 Bond Street, Toronto, Ontario, M5B 1W8, at (416) 864-6088 or fippa@smh.ca.

4.13 Privilege Clause

Each Bidder should in particular review the following qualifiers carefully. This RFQ is a flexible and non-binding request for information regarding requisite Submissions for the provision of certain services and/or deliverables. In no way is this RFQ or any Submission intended to be, nor shall it be construed as, a binding agreement between Unity Health Toronto and any Bidder. This RFQ does not constitute an offer of any nature or kind whatsoever by Unity Health Toronto to any or all of the Bidders, and Unity Health Toronto shall be fully and forever released and discharged of all liability and obligations, if any, in connection with this RFQ. As such a non-binding request, and without limitation, Unity Health Toronto reserves the right, in its sole and absolute discretion, to:

- reject any or all of the Submissions;
- accept any Submission;
- waive any minor or non-material omissions, irregularities or non-compliance in any Submission;
- issue amendments or clarifications to this RFQ no later than seven (7) days prior to the Closing Date;
- revoke/cancel this RFQ;
- disqualify any Bidder that is a U.S. Business as that term is defined in the RFQ;
- disqualify any Bidder whose Submissions contains misrepresentations or any other inaccurate or misleading information, or any Bidder whose reasonable failure to cooperate with Unity Health Toronto impedes the evaluation process, or whose Submission is determined to be non-compliant with the requirements of the RFQ;
- disqualify a Submission where the Bidder has previously breached a contract with Unity Health Toronto, the Bidder has been charged or convicted of an offence in respect of a contract with Unity Health Toronto, or the Bidder reveals a Conflict of Interest or Unfair Advantage in its Submission or a Conflict of Interest or evidence of any Unfair Advantage is brought to the attention of Unity Health Toronto;
- award this initiative to the Bidder(s) that provide the best value to Unity Health Toronto, whether or not the Bidder(s) submitted the lowest bid.

4.14 Trade Agreements

This procurement is subject to Chapter Five – Government Procurement of the Canadian Free Trade Agreement (CFTA) and Chapter Nineteen – Government Procurement of the Comprehensive Economic and Trade Agreement (CETA).

PART V- QUOTATION SUBMISSION REQUIREMENTS

5.1 Quotation Submission Format

In the event that Bidder(s) cannot provide any item of information requested, Bidder(s) should indicate what, if any, plans they have for providing this item in the future or their reason for excluding this item of information.

Submissions must be submitted to Unity Health Toronto as a complete comprehensive response in the format requested. Inaccurate and incomplete Submissions will be deemed as noncompliant and disqualified at the discretion of Unity Health Toronto.

5.2 Submission Content

Submissions should be submitted via the Bonfire portal in accordance with the instructions set out in this RFQ.

Bidders should ensure that pricing information is only included in Schedule B – Pricing, and a formal quote, and not contained in any other documents that form part of the Submission.

The electronic copies of **all Requested Information** listed in Section 5.2 must be submitted in the file type requested and **NOT** to be converted any other format.

Submissions should be completed without delineations, alterations, or erasures. The Bidder should clearly identify and mark any trade secret or proprietary intellectual property in its Submission.

Submissions submitted in any other manner may be subject to disqualification.

5.3 General Requirements and RFQ General Terms (Bonfire)

Bidders should indicate their agreement or disagreement with the General Requirements and RFQ General Terms, respectively by indicating their agreement or disagreement with Unity Health Toronto's preferred position by selecting the response provided for each term in the Bonfire Questionnaire, respectively.

If the Bidder does not agree with Unity Health Toronto's preferred position as stated in the RFQ Requirements or the RFQ General Terms, the Bidder should state its own proposed alternative position in the appropriate text field. Bidder acknowledges and understands that Unity Health Toronto may interpret such alternative positions as non-compliant or as potentially adversely affecting the value of the Submission. At the sole and exclusive discretion of Unity Health Toronto, non-compliance may lead to rejection of the entire Submission or any part thereof.

PART VI - BONFIRE SUBMISSION REQUIREMENTS

6.1 Submission Instructions for Suppliers

Please follow these instructions to submit your Quotation.

6.1.1 Prepare your submission materials

Schedule	Title	Type	#Files	Requirement
Requested Information	Mandatory Requirements	Data Type: Yes/No	N/A	Required
Requested Information	General Requirements & RFQ General Terms Questionnaire	Data Type: Yes/No	N/A	Required
Schedule A	Bidder Information	File type: Word or PDF	One	Required
Schedule B	Pricing Schedule	File type: Excel	One	Required
Schedule C	Agreement to Bond	File type: Word or PDF	One	Required
Schedule D	Supplementary Terms and Conditions-CCDC 2	File Type: Word	One	Required

6.1.2 Requested Documents

Please note the type and number of files allowed. The maximum upload file size is 1000MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

6.1.3 Requested Data

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure that they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](#).

In preparing its Submission, the Bidder should adhere to the following:

6.1.4 Submission Notes

- All pages should be numbered;
- Avoid using symbols in the file name(s) such as &, #, etc.;
- Each document size should not exceed five (5) MB; information may be split up into separate documents, if necessary;
- The Schedules provided, as appropriate, should be used for completing the Submission;
- The Submission should be complete in all respects;
- Adhere to the Submission format requirements described in this RFQ document and on Bonfire;
- Responses to the questionnaires should be text only, when pasting content, please use "Paste Special as Text" without any formatting;
- Do not reference or include any attachments unless requested. Avoid using scanned copies of documents, where possible, which tend to increase the size of the document;
- Do not change the structure of any of the worksheets. Changing the structure will invalidate your submission;
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser; and
- Do not save files in a different format. Saving this file in a different format will invalidate your submission.

6.2 Submission Upload

Upload your Submission at:

<https://unityhealthto.bonfirehub.ca/opportunities>

You will not be able to send messages regarding this Opportunity once the Vendor Discussion period ends as listed in Section 4.1 of this RFQ.

Your Submission must be uploaded, submitted, and finalized prior to the Closing Date and Time of this Opportunity. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the Closing Time to begin the

uploading process and to finalize your Submission.

6.2.1 Important Notes

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take a significant amount of time, depending on the size of the file(s) being uploaded and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your Submission.

Minimum system requirements: Internet Explorer II, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled.

6.2.2 Need Help?

Unity Health Toronto uses a Bonfire portal for accepting and evaluating Submissions digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your Submission.

You can also visit Bonfire's Help Forum at <https://bonfirehub.zendesk.com/hc>