APPENDIX B - SUBMISSION FORM

B. SUBMISSION GUIDELINES

To ensure your Submission is considered for evaluation it should comprise all of Appendix B, which is to include the following:

- ☐ **Requirements** – Each Submission should include a completed Submission form.
  - Respondents are not required to apply for prequalification list for all material; respondents may apply for the prequalification list of the materials they can provide within this RFSQ by completing the applicable Mandatory Requirements table(s) below.

- ☐ **Respondent Information** - Each Submission should include a Respondent Information form, or a document containing the information requested by the Respondent Information form, completed and signed by an authorized representative of the Respondent.

C. MANDATORY REQUIREMENTS

C.1 Mandatory Requirements for Galvanized Bridge Rail

Respondents should complete the following table if applying to be included in the Galvanized Bridge Rail prequalification list:

The Respondent agrees to the following:		**Yes**	**No**	**Respondent's details regarding requirements requested. Page # in Response**
M1	Structural Steel, Bolts, Welding, Galvanizing shall conform to the requirements on the Ministry Standard plan(s) to be provided in the second stage competition.			
M2	All galvanizing shall conform to the requirements of ASTM A123 for all steel items excluding hardware and all hardware in accordance with the requirements of ASTM A153.			

M3	All welders shall be CWB certified for the applicable weld position.			
M4	All welding shall be done by the manual shielded metal arc welding process and shall conform to the requirements of CSA Standard W59.			
M5	All welding shall be performed by a supplier who has been verified by the Canadian Welding Bureau (CWB). Provide a copy of this certification with your response. If the respondent will not be performing the welding, this must be indicated on the response, and the CWB certificate for the shop that will be performing the welding must be included.			
M6	Any company undertaking welding shall be certified to Division 1, 2 or 3 of CSA W47.1.			
M7	CWB approved weld procedures shall be submitted for review by engineer during the second stage competition.			
M8	Successful Suppliers must adhere to the Ministry of Highways' Occupational Health and Safety documentation posted separately on SaskTenders.			

C.2 Mandatory Requirements for Miscellaneous Steel

Respondents should complete the following table if applying to be included in the Miscellaneous Steel prequalification List:

The Respondent agrees to the following:		**Yes**	**No**	**Respondent's details regarding requirements requested. Page # in Response**
M1	All structural steel shall conform to the requirements of CAN/CSA G40.21, Grade 300W.			
M2	Steel reinforcing shall conform to the requirements of CAN/CSA G30.18, Grade 400.			
M3	Products shall comply with the requirements of Clause 200.3 as per BM200 - Bridge Material Specifications. BM200 can be found on Doing Business with the Ministry https://publications.saskatchewan.ca/#/products/108334			

M4	All galvanizing shall conform to the requirements of ASTM Specification A123. Holes for galvanizing shall be coordinated with the Ministry. No holes are permitted for non-galvanized materials.			
M5	All welding shall be performed by a supplier who has been verified by the Canadian Welding Bureau (CWB). Provide a copy of this certification with your response. If the respondent will not be performing the welding, this must be indicated on the response, and the CWB certificate for the shop that will be performing the welding must be included.			
M6	Successful Suppliers must adhere to the Ministry of Highways' Occupational Health and Safety documentation posted separately on SaskTenders.			

D. RATED CRITERIA

Each Respondent should provide the following in its Submission.

RATED CRITERIA		Respondent to Provide Details
D.1 Respondent Profile, Experience and Business Activity (55 points)		
D.1.1	A brief introduction and overview of your company and its partnerships, particularly as they are related to this RFSQ. Including, but not limited to: 1. Location of your head office and all Saskatchewan locations. 2. How long your company has been in business.	

D.1.2	Describe, in detail, **two (2)** successful engagements in the past three (3) years of similar scope of work described in this RFSQ. For each project at a minimum provide: 1. An overview of the engagement including client details such as name, contact information, and client industry; 2. A description of the deliverables provided as part of each engagement, including but not limited to a brief description of the goods and related services provided as part of the engagement; 3. An overview of how the engagement aligns with the scope and scale of the requirements outlined in this RFSQ.	

NOTE: Projects that represent a similar approach/structure as that which is being proposed are desired. If, for example, you are proposing to engage a specific organizational unit or supplier partner in your proposed approach, it is preferred that project examples provided in response to this section include similarly structed engagements.

NOTE: The information asked for above should be provided for all Respondent's partner and sub-contractors included in Submission.

Respondents may be asked to provide or confirm client references (including contact name and e-mail address) for each project.

D.2 Risk Management Plans (35 points)		
D.2.1	Describe refund policy related to non-conforming Galvanized Bridge Rail, Guard Rail and or Miscellaneous Steel.	
D.2.2	Describe your quality assurance plan regarding storage/delivery that would help mitigate risk of damage to Galvanized Bridge Rail, Guard Rail and or Miscellaneous Steel before or during transportation. Include your quality assurance plan for minimizing wet storage stain.	

D.3 Local Knowledge (10 points)		
D.3.1	Describe your experience and knowledge working with the GOS or a similar public entity for the requested goods.	

E. RESPONDENT INFORMATION

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

For reporting purposes only, businesses that meet <u>all</u> the below criteria are asked to check the following box to declare as a Saskatchewan Business.

☐ - Have a place of business in Saskatchewan. This place of business refers to an establishment where regular business activities are conducted on a permanent basis, is clearly identified by name and is accessible during normal business hours;

- Employ Saskatchewan residents or sole proprietorship owned by a Saskatchewan resident; and
- Be a registered business in Saskatchewan with an Information Services Corporation profile or equivalent.

Physical Address of Saskatchewan Office: ☐ Same as Above ☐ Not Applicable ☐ Address (Provide Street, City, Postal Code)	

The Respondent acknowledges the RFSQ process will be governed by the terms and conditions of the RFSQ, 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 GOS and the Respondent unless and until GOS and the Respondent execute a written Agreement for the Deliverables.

_____	_____
Signature of Respondent Representative	Title of Respondent Representative
_____	_____
Name of Respondent Representative	Date