# APPENDIX B - MANDATORY REQUIREMENTS & RESPONSE FORM

## 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 Response form.
- ☐ **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.

## REQUIREMENTS

| **MANDATORY REQUIREMENTS** | | **Will there be compliance with the requirement?** **Yes** | **No** |
|---|---|---|---|
| 1 | Ability to supply and deliver to the 144 storage locations throughout the province, as requested, in the following timeline:<br>• Routine Orders within 14 days of order placement;<br>• Urgent Orders within 72 hours of order placement;<br>• Critical Orders within 36 hours of order placement;<br>• Delivery on holidays and weekends. | | |
| 2 | Ability for the product to be stored at a variety of existing Ministry facilities (Fabric structures, wooden sheds, salt silos). | | |
| 3 | Product can be distributed along the Provincial roadway network using the Ministry's existing snow clearing equipment. | | |
| 4 | Product must be made available for use at various locations throughout Saskatchewan during the field trail pilot. | | |

## RATED CRITERIA

| **Respondent Profile (10 Points)** |
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| A brief introduction and overview of your company. Including, but not limited to:<br>• Is providing these products part of your company's regular business?<br>• How long has your company provided these products? |

## Respondent Experience (10 Points)

Provide an example where your company has successfully supplied Granular De-icing Material in the last twelve (12) months. Please include:

- An overview of the engagement
- A description of the deliverables provided
- Product specifications and how they relate to this RFSQ

## Product Overview (80 Points)

Provide an overview of the proposed product including, but not limited to, the following:

- Description of the net benefit(s) the Ministry may achieve by using this product.
- Is it in use by other jurisdictions?
- Is it an approved product?
- List how the product deviates from SMM 602 attached separately.

MoH may, in its sole and absolute discretion, reserve the right to accept or reject minor deviations.

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| What temperature is the product most effective to? Describe the performance and longevity when that temperature is exceeded? |
| Describe the impact the proposed product would have on the road and equipment used to distribute? |
| Describe testing and quality assurance that has been completed on the proposed product?<br>*Preference will be given to Supplier(s) that can provide a product that is on the Clear Roads qualified products list.* |

## RESPONDENT INFORMATION

| Please fill out the following form, naming one person to be the Respondent's contact for the RFB 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 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; and
- 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:<br>☐ Same as Above<br>☐ Not Applicable<br>☐ Address (Provide Street, City, Postal Code) | |
|---|---|

The Respondent acknowledges the RFB process will be governed by the terms and conditions of the RFB, 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 |