



Request for Tender
For
New School Construction
Mayfield West #2 Public School

Request for Tender No.: **RFTMA26-5334**

Issued: **July 13, 2026**

Submission Deadline: **August 10, 2026, at 4:00 PM**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Bidders

This Request for Tender (the “RFT”) is an invitation by Peel District School Board (“the Board”) to Bidders qualified for Category A (\$20 million or more) under RFSQMA24-5010 for General Contractors to submit Bids for **New School Construction Mayfield West #2 Public School**, as further described in Section 4.1 of the Part 4 - RFT Particulars (the “Deliverables”).

1.2 Definitions

The following terms, as used in this RFT and its appendices, shall have the meanings set out below:

- (a) “Agreement” or “Contract” means the written agreement executed between the Board and the successful respondent because of this RFT.
- (b) “Bid” or “Response” means a Bidder’s submission and all other documentation submitted by a Bidder in response to the RFT.
- (c) “Bidder” or “Respondent” means any legal entity that submits a Bid to this RFT and, as the context suggests, refers to a potential Bidder.
- (d) “Bidding Portal” means the public purchasing portal used by the Board to post this RFT and to receive Bids, located at <https://peelsb.bonfirehub.ca/portal/?tab=openOpportunities>.
- (e) “Business Days” means the days that the Board is open for business.
- (f) “Canadian Business” means:
 - a corporation or limited partnership existing pursuant to the Laws of Canada or any of the provinces or territories thereof, and which has ongoing commercial activities in Canada; or
 - an individual (including sole proprietors) or a general partnership which has a business address in Canada, and which has ongoing commercial activities in Canada.
- (g) “Canadian-Made Good(s)” 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”.
- (h) “Canadian Service(s)” means a service wholly provided by individuals (natural persons) based in Canada.
- (i) “Canadian Trade Partner Country” means a country that is a signatory to one or more of the following trade agreements:
 - Comprehensive Economic and Trade Agreement (CETA)
 - World Trade Organization's Agreement on Government Procurement (WTO-GPA)
 - Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
 - Canada-UK Trade Continuity Agreement (Canada-UK TCA)

- (j) “Contractor” or “Supplier” means the successful Bidder awarded an Agreement under this RFT.
- (k) “Deliverables”, “Project” or “Work” means everything provided to or agreed to be provided to the Board under the Agreement by the Contractor or its directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors, including but not limited to any goods or services or any and all Intellectual Property and any and all concepts, techniques, ideas, information, documentation and other materials however recorded, developed or provided.
- (l) “Intellectual Property” means any intellectual, industrial or other proprietary right of any type in any form protected or protectable under the laws of Canada, any foreign country, or any political subdivision of any country, including without limitation any intellectual, industrial or proprietary rights protected or protectable by legislation, by common law, or at equity.
- (m) “Ontario Business” means the business is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario.
The business either,
- has its headquarters or main office in Ontario, or
 - has at least 250 full-time employees in Ontario at the time of the applicable procurement process.
- (n) “Ontario-Made Good(s)” 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.
- (o) “Ontario Service(s)” means a service wholly provided by individuals (natural persons) based in Ontario.
- (p) “Personal Information” means recorded information about an identifiable individual or information that may be used to identify an individual.
- (q) “Selected Bidder” means the top ranked Bidder identified by the Board for the purpose of working toward entering into an Agreement with the Board, prior to the execution of such Agreement.
- (r) “RFT” or “Tender” means this Request for Tender document, including all appendices and any addenda issued.
- (s) “Submission Deadline” means the date and time by which Bids must be submitted and the RFT will be closed, as set out in Section 1.5 (RFT Timetable).
- (t) “U.S. Business” means a supplier, manufacturer, or distributor of any business structure (including a sole proprietorship, partnership, corporation, or other business structure) that:
- has its headquarters or main office located in the U.S., and
 - has fewer than 250 full-time employees in Canada at the time of the applicable procurement process.

If a Respondent is an affiliate of another corporation within the meaning of section 1 (1) of the Ontario Business Corporations Act, R.S.O. 1990, Chapter B.16 (the “OBCA”), part (1) of the definition above is met if that Respondent is controlled by a corporation within the

meaning of section 1 (5) of the OBCA that has its headquarters or main office located in the U.S.

1.3 RFT Contact

For the purposes of this procurement process, the “RFT Contact” will be:

John Marinescu

john.marinescu@peelsb.com

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Board, other than the RFT Contact, concerning matters regarding this RFT. Failure to adhere to this rule may result in the disqualification of the Bidder and the rejection of the Bidder's Bid.

1.4 Type of Contract for Deliverables

The selected Bidder will be required to enter into an agreement with the Board for the provision of the Deliverables in the form attached as Appendix A to the RFT (the “Agreement”).

It is the Board's intention to enter into the Agreement with only one (1) legal entity.

It is anticipated that the Agreement will be executed within 60 days following the Submission Deadline in the RFT Timetable.

1.5 RFT Timetable

Issue Date of RFT	July 13, 2026
Optional Site Visit	Bidders may visit the site independently Site address: 29 Tweedhill Avenue, located at the south-east corner of Petch Ave. & Tweedhill Ave. Caledon, Ontario
Deadline for Questions	July 31, 2026 at 4:00 PM
Deadline for Issuing Addenda	August 4, 2026 at 4:00 PM
Submission Deadline	August 11, 2026 at 4:00 PM
Rectification Period (Appendix D – Domestic Supply Chain Plan only)	24 hours
Bid Irrevocability Period	60 days

The RFT timetable is tentative only and may be changed by the Board at any time. All times in the timetable refer to the local time at Mississauga, Ontario, Canada.

1.6 Submission Instructions

1.6.1 Requested Documents

Bidders must organize their Bids into the following documents.

Requested Documents	File Type	Number of Files Allowed	Mandatory or Optional	Instructions
Appendix B - Submission From	PDF	1	Mandatory	Signed by the representative of the Bidder
Appendix C - Base Bid (BT-27DH)	Excel	1	Mandatory	Use the template downloaded from the Bidding Portal.
Appendix D – Domestic Supply Chain Plan (BT-45CZ)	Excel	1	Mandatory	Use the template downloaded from the Bidding Portal.
Electronic Bid Bond in the amount of 10% of the Bid Price including taxes	PDF	1	Mandatory	See Section 4.2.1 for compliance requirements of electronic bond.
Agreement to Bond for a 50% performance bond and a 50% labour and material payment bond	PDF	1	Mandatory	See Section 4.2.1 for compliance requirements of electronic bond.
Are you a US Business?	Text	n/a	Mandatory	Confirm Yes or No in Bonfire Bidding Portal

1.6.2 Bids to be Submitted Electronically

Bidders must submit Bids electronically to the opportunity RFTMA26-5334 posted at the Board Public Purchasing Portal <https://peelsb.bonfirehub.ca/portal/?tab=openOpportunities> (the “Bidding Portal”).

Bidders must register with the Bidding Portal as a vendor organization prior to submitting Bids. The registration and submission with the Bidding Portal are free.

For questions related to the registration or submission of your Bids, Bidders shall visit the help forum at <https://procurement-help.eunasolutions.com/hc/en-us> or contact support.procurement@eunasolutions.com for technical support.

1.6.3 Bids to be Submitted on Time

Bids must be submitted on or before the Submission Deadline. The time and date of the Submission Deadline are determined by the web clock of the Bidding Portal. Bids submitted after the Submission Deadline will not be accepted by the Bidding Portal.

Bidders will receive an email confirmation from the Bidding Portal once their Bid is submitted successfully. If Bidders do not receive the email confirmation, they shall contact the Technical Support of the Bidding Portal immediately.

Uploading large documents may take significant time, depending on the size of the file(s) and a Bidder's internet connection speed. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

1.6.4 Bids to be Submitted in Prescribed Format

- (a) Each uploaded file must not exceed 1,000MB in size.
- (b) Only the number of files indicated in the Bidding Portal can be uploaded for each requested document set out in Section 1.6.1 Requested Information and Documents.
- (c) To replace an uploaded document, Bidder must first delete the existing file before uploading the new file.
- (d) Do not embed any documents within uploaded files as embedded content will not be accessible to evaluators and therefore will not be evaluated.
- (e) Each submitted file is instantly sealed and will only be visible to the Board after the Submission Deadline.
- (f) Bids must follow the exact order of the questions provided, addressing each question on a point-by-point basis where applicable.
- (g) Insert information and answers immediately after each corresponding question.
- (h) Number all pages of the Bid, where applicable.
- (i) Bidders are encouraged to include diagrams, charts, tables and other explanatory materials to ensure clarity and understanding.
- (j) Provide specific information relevant to the solicitation in your answers; avoid general marketing content or generic website references.
- (k) Any embedded links within the Bid must direct to the specific referenced page, not to a website or external source.
- (l) Documents referenced in the Bid but not included will not be considered part of the submission. This includes any publicly available website or publication at the time of submission.
- (m) Bidders shall not make any changes to the forms provided by the Board. Any Bid containing any such changes, whether on the face of the form or elsewhere in the Bid, may result in the forms not being accepted by the Bidding System or the disqualification of the Bid.

1.6.5 Amendment of Bids

Bidders may amend their Bids prior to the Submission Deadline. However, the Bidder is solely responsible for ensuring that the amended Bid is submitted to the Bidding Portal on or before the Submission Deadline.

1.6.6 Withdrawal of Bids

Bidders may withdraw their Bids prior to the Submission Deadline. However, the Bidder is solely responsible for ensuring that the withdrawn Bid is withdrawn through the Bidding Portal before the Submission Deadline.

1.6.7 Bids Irrevocable after Submission Deadline

Bids shall be irrevocable for a period of sixty (60) days following the Submission Deadline.

1.7 About the Board

The Peel District School Board operates 262 schools in Brampton, Mississauga, and the Town of Caledon. Its boundaries extend to highway #9 in the north, highway #50 and Etobicoke Creek in the east, Lake Ontario in the south and Winston Churchill Boulevard in the west. The Board has a total enrollment of over 148,000 students and employs over 16,000 staff consisting of teachers, education assistants, office and clerical staff, custodial staff, and professional staff.

For information related to the Board, visit <https://www.peelschools.org>.

1.7.1 Ontario Broader Public Sector Procurement Directive (the “Directive”)

The Board follows the Directive. The Directive sets out rules for designated Broader Public Sector (“BPS”) entities on the purchase of goods and services using public funds.

For information related to the Directive, visit [bps-procurement-directive-en-2026-04-13.pdf](#)

1.7.2 Buy Ontario Procurement Directive (the “BOP Directive”)

The Board follows the BOP Directive. The BOP Directive sets out procurement requirements for designated BPS entities in support of the government’s Buy Ontario mandate.

For information related to the BOP Directive, visit [Buy Ontario Procurement Directive | ontario.ca](#)

1.7.3 Trade Agreements

Where applicable, the Board procurements are subject to Chapter 5 of the Canadian Free Trade Agreement (“CFTA”), Chapter 19 of the Comprehensive Economic and Trade Agreement (“CETA”), and the Trade and Cooperation Agreement between Quebec and Ontario.

1.7.4 Environmental Sustainability

The Board recognizes the importance of reducing the size of the Board’s ecological footprint and is committed to integrating environmentally responsible practices into our procurement.

All suppliers of the Board are encouraged to provide their products/services in an environmentally responsible manner designed to (a) make efficient use of natural resources; (b) minimize waste; (c) minimize toxicity; (d) use renewable or recycled materials; (e) contain reusable parts or reusability; and (f) protect indoor and outdoor air quality.

In keeping with the Board’s effort to promote environmental sustainability and reduce ecological footprints, the Board:

- (a) accepts and evaluates Responses digitally only. Refer to Section 1.6 Submission Instructions for how to respond to this RFT; and
- (b) might incorporate environmental sustainability criteria into the evaluation of Responses. Refer to Part 2 - Evaluation and Award for detailed evaluation criteria.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The Board will conduct the evaluation of Bids in the following stages:

Stages	Evaluation	Evaluation Method
Stage 1	Submission Requirements	Pass/Fail
Stage 2	Qualification Requirements	Pass/Fail
Stage 3	Pricing	Calculation as per Section 2.4
Stage 4	Ranking & Selection of Bidder	n/a

2.2 Stage 1 – Review of Submission Requirements

2.2.1 Stage 1 consists of a review to determine which Bids comply with all the mandatory submission requirements set out in Section 1.5.1 of the RFT.

Bids that meet all mandatory submission requirements will proceed to the next stage of evaluation. Bids that fail to meet all mandatory submission requirements will, subject to the express and implied rights of the Board, be disqualified and will not be evaluated further.

2.2.2 All bonds must meet the criteria of verification set out in Section 4.2.1 to be deemed compliant. Bonds failing the verification will render the Bid non-compliant.

2.2.3 The Board may, at its sole discretion, provide Bidders with an opportunity to rectify Appendix D – Domestic Supply Chain Plan within a period of twenty-four (24) hours following the Submission Deadline. This opportunity for rectification applies to Appendix D – Domestic Supply Chain Plan only. No other documents may be revised.

2.2.4 Other than inserting the information requested on the mandatory submission forms set out in the RFT, Bidders may not make any changes to any of the forms. Any Bid containing such changes, whether on the face of the form or elsewhere in the Bid, may be disqualified.

2.3 Stage 2 – Review of Qualification Requirements

2.3.1 Stage 2 consists of a review to determine which Bids comply with all qualification requirements set out below.

(a) Respondent must not be a U.S. Business.

2.3.2 Bids that meet all the qualification requirements will proceed to the next stage of evaluation. Bids that fail to meet all the qualification requirements will, subject to the express and implied rights of the Board, be rejected and will not be evaluated further.

2.3.3 Responses to the qualification requirements are subject to the verification and clarification process set out in Part 3 - Terms and Conditions of the RFT Process.

2.4 Stage 3 – Evaluation of Pricing

Stage 3 consists of an evaluation of pricing in accordance with the method set out below.

2.4.1 Determination of Total Bid Price

The grand total of Appendix C – Base Bid (BT-27DH) will be a Bidder's Total Bid Price.

2.4.2 Determination of Domestic Supply Chain Plan Percentage

A Bidder's Domestic Supply Chain Plan Percentage will be calculated using the following formula:

$$\frac{((\text{Value of Ontario-Made Goods and Ontario Services}) \times 2 + \text{Value of Canadian-Made Goods and Canadian Services})}{\text{Total Bid Price}} \times 100$$

2.4.3 Application of Evaluation Advantage

The Bidder with the highest Domestic Supply Chain Plan Percentage will receive a 10% evaluation advantage. This advantage will be applied by reducing the Bidder's Total Bid Price by 10% for evaluation purpose only.

For example, if a Bidder's Total Bid Price is \$1,000,000, and the Bidder has the highest Domestic Supply Chain Plan Percentage, their Total Bid Price for evaluation will be 900,000 ($1,000,000 - 10\% \times 1,000,000$).

2.4.4 Evaluation of Total Bid Price

All Bidders will be ranked based on the Total Bid Price. The Bidder awarded the evaluation advantage will be ranked using their adjusted Total Bid Price, while all other Bidders will be ranked using their original Total Bid Price.

2.5 Stage 4 - Ranking & Selection of Bidder

Stage 4 consists of a ranking of Bidders based on the pricing evaluation in Stage 3.

The Bidder with the lowest pricing of evaluation will be ranked the 1st, the Bidder with the 2nd lowest pricing of evaluation will be ranked the 2nd, and so on.

Subject to the Board's reserved rights, the Bidder ranked 1st will be the Selected Bidder for the RFT.

2.6 Pre-Award Conditions

2.6.1 The Board may request that the Selected Bidder submit supplementary information within forty-eight (48) hours of the Submission Deadline. The supplementary information may include cost breakdown for site work, materials, and any other cost, list of subcontractors, service providers, and/or suppliers, unit prices, or itemized prices. Failure to submit the requested supplementary information may result in the non-consideration of the Bid.

2.6.2 The awarding of an Agreement is subject to the final funding approval from the Ministry of Education of the Selected Bidder's Bid price.

2.7 Notice of Selection

Notice of selection by the Board to the Selected Bidder shall be in writing via a Letter of Intent.

Within ten (10) days of receiving a Letter of Intent, the Selected Bidder is required to:

- Submit proof of insurance and WSIB as outlined in Section 24 of Appendix A2 – Stipulated Price Contract
- Submit performance bond and labour and material payment bond as per Agreement to Bond
- Attend the pre-construction meeting with the Board representatives
- Submit the project schedule and other documentation required for Contract start-up

In the event that any of the above events does not occur within the timelines set out above, and in addition to all other remedies available, the Board reserves the right to withdraw the Letter of Intent and may proceed with the selection of another Bidder or cancel the RFT.

2.8 Execution of Agreement

The Selected Bidder shall execute and deliver to the Board the Agreement in the form attached as Appendix A to this RFT within ten (10) days of written notice by the Board that the Board requires the signed Agreement.

Any failure by the Board to insist upon strict performance of any term or condition herein, on one or more occasions, shall not be construed as a waiver by the Board of its right to require strict performance thereafter. Any waiver by the Board shall be effective only if in writing and signed by an authorized representative, and all obligations of the Selected Bidder shall remain in full force and effect.

2.9 Failure to Enter into Agreement

In addition to all other remedies available to the Board, if a Selected Bidder fails to execute the Agreement or satisfy any applicable conditions within ten (10) days of written notice by the Board, the Board may, without incurring any liability, withdraw the selection of that Bidder and proceed with the selection of another Bidder, or cancel this RFT.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFT PROCESS

3.1 General Information and Instructions

3.1.1 RFT Incorporated into Bid

All provisions of this RFT are deemed to be accepted by each Bidder and incorporated into each Bidder's Bid. A Bidder who submits conditions, options, variations or contingent statements to the terms as set out in this RFT, including the terms of the Agreement in Appendix A, either as part of its Bid or after receiving notice of selection, may be disqualified. If a Bidder is not disqualified despite such changes or qualifications, the provisions of this RFT, including the Agreement set out in Appendix A, will prevail over any such changes or qualifications in the Bid.

3.1.2 Bidders to Follow Instructions

Bidders should structure their Bids in accordance with the instructions in this RFT. Where information is requested in this RFT, any response made in a Bid should reference the applicable section numbers of this RFT.

3.1.3 Bids in English

All Bids are to be in English only.

3.1.4 No Incorporation by Reference

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

3.1.5 Information in RFT Only an Estimate

The Board and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFT or issued by way of addenda. Any quantities shown or data contained in this RFT or provided by way of addenda are estimates only and are for the sole purpose of indicating to Bidders the general scale and scope of the Deliverables.

It is the Bidder's responsibility to obtain all the information necessary to prepare a Bid to this RFT.

3.1.6 Priority of Documents

In the event of any inconsistencies between the terms, conditions, and provisions of the main part of the RFT and the Appendices, the RFT shall prevail over the Appendices during this RFT process.

3.1.7 Bidders to Bear Their Own Costs

The Bidder will bear all costs associated with or incurred in the preparation and presentation of its Bid, including, if applicable, costs incurred for site visits, interviews or demonstrations, the conduct of any due diligence on its part such as information gathering, providing additional information or participating in negotiations.

3.1.8 No Use of Board's Identity

The Bidder shall not use any of the Board's logotypes and images at any time without the prior written approval of the Board.

3.1.9 Bid to be Retained by the Board

The Board will not return or destroy the Bid or any accompanying documentation submitted by a Bidder.

3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract

The Board makes no guarantee of the value or volume of work to be assigned to the successful Bidder. The Contract with the Contractor will not be an exclusive contract for the provision of the described Deliverables. The Board may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.1.11 No License or Permission of Tender Documents

All documents forming a part of this RFT are provided solely for procurement purposes and do not grant any license, right or permission to anyone for any other use.

3.2 Communication after Issuance of RFT

3.2.1 Bidders to Review RFT and Seek Clarifications

Bidders shall promptly examine all the documents comprising this RFT, and shall direct questions, report any errors, omissions or ambiguities, seek additional information and clarification from the Board on any matter it considers to be unclear on or before the Deadline for Questions. The Board shall not be responsible for any misunderstanding on the part of the Bidder concerning the RFT or its process.

Bidders shall not contact any employees, officers, agents, elected or appointed officials or other representatives of the Board concerning matters regarding this RFT. The Board is not responsible for, and the Bidders shall not rely upon, any information, verbal or written, provided by or obtained from any source other than the Bidding Portal or the RFT Contact.

3.2.2 Communication during Posting Period of RFT

All questions and communications by Bidders to the RFT Contact during the posting period of the RFT may only be sent through the Bidding Portal. The Board will provide answers to questions through the Bidding Portal only and will not answer any questions submitted by any other means.

The Board may, in its sole discretion, make a Bidder's questions and the relevant answers public through the Bidding Portal without identifying the Bidder that submitted the question. The Board may edit the question for clarity before answering and may answer similar questions from multiple Bidders only once.

3.2.3 All New Information to Bidders by Way of Addenda

This RFT may be amended only by addendum in accordance with this Section.

If the Board, for any reason, determines that it is necessary to provide additional information relating to this RFT, such information will be communicated to all Bidders by addendum posted in the Bidding Portal. Each addendum forms an integral part of this RFT.

Bidders are solely responsible for obtaining all addenda issued by the Board by monitoring the Bidding Portal or subscribing as a document taker of the RFT to receive email notifications. The Board is not responsible for notifying any Bidder of any issued addenda.

3.2.4 Post-Deadline Addenda and Extension of Submission Deadline

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

3.2.5 Clarification of Bid

The Board shall have the right, at any time after the Submission Deadline, to request clarification from any Bidder regarding its Bid, without any obligation to contact any other Bidders.

Such request for clarification shall not be an opportunity for the Bidder to correct errors or to amend its Bid in any substantive manner, other than pursuant to the rectification opportunity in relation to the Appendix D – Domestic Supply Chain Plan as set out in Section 2.2 of this RFT.

The Board reserves the right to revisit, re-evaluate a Bidder's Bid or ranking based on any information received in response to such requests.

Subject to the foregoing, any written information provided by a Bidder in response to a clarification request may, at the Board's sole discretion, form an integral part of the Bidder's Bid.

3.2.6 Verification of Information

The Board shall have the right, in its sole discretion, to:

- (a) Verify any Bidder's statement or claim made in its Bid or made subsequently in a clarification, or discussion by whatever means the Board may deem appropriate, including contacting persons in addition to those offered as references, and to reject any Bidder statement or claim, if such statement or claim or its Bid is patently unwarranted or is questionable, which may result in changes to the evaluation results for the Bidder's Bid; and
- (b) Access the Bidder's premises where any part of the work is to be carried out to confirm Bid information, quality of processes, and to obtain assurances of viability, provided that, prior to providing such access, the Bidder and the Board shall have agreed on access terms including pre-notification, extent of access, security and confidentiality. The Board and the Bid shall each bear its own costs in connection with access to each other's premises.

The Bidder shall co-operate in the verification of information and is deemed to consent to the Board verifying such information.

3.3 Notification and Debriefing

3.3.1 Notification of Unofficial Results

The Board will publish the unofficial list of top three (3) ranked Bidders based on the evaluation process set out in Part 2 - Evaluation and Award within five (5) Business Days of the Submission Deadline by a public posting under this RFT in the Bidding Portal.

3.3.2 Notification to Other Bidders

Once the Agreement is executed by the Board and a Bidder, the other Bidders may be notified of the outcome of the RFT by a public posting under this RFT in the Bidding Portal.

3.3.3 Debriefing

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

The intent of the debriefing is to help the Bidder in presenting a better response in future procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the outcome of the procurement process.

3.3.4 Bid Protest Procedure

If a Bidder wishes to challenge the outcome of the RFT process, and subject to having attended a debriefing, the Bidder shall submit a written notice to the RFT Contact within ten (10) Business Days of the debriefing in accordance with Section 14, Bid Protest Procure, of the Board Procurement Regulations.

The Board will respond to the bid protest in accordance with the Section 14 of its Procurement Regulations. The Procurement Regulations can be found at [Doing Business with the Board - Peel Board Office Site](#).

3.4 Disqualification for Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

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

- (a) in relation to the RFT process, the Bidder 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 the Board in the preparation of its Bid that is not available to other Bidders, (ii) communicating with any person with a view to influencing preferred treatment in the RFT process (including but not limited to the lobbying of decision makers involved in the RFT process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFT process or render that process non-competitive or unfair; or

- (b) in relation to the performance of its contractual obligations contemplated under a Contract for the Deliverables, 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 contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Board may disqualify a Bidder, rescind notice of selection, or terminate a Contract subsequently entered into for any conduct, situation or circumstances, determined by the Board, in its sole and absolute discretion, to constitute a Conflict of Interest.

3.4.3 Prohibited Bidder Communications

Bidders 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 No Publicity or Communication with Media

Bidders must not at any time directly or indirectly make any public announcement, communicate with the media, or distribute any literature in relation to this RFT or any Agreement entered into pursuant to this RFT without the prior written permission of the RFT Contact.

3.4.5 No Lobbying

Bidders must not engage directly or indirectly in any form of political or other lobbying whatsoever to influence the evaluation and selection of Bidders in relation to this RFT.

3.4.6 Disqualification for Illegal or Unethical Conduct

The Board may disqualify a Bidder, rescind notice of selection or terminate a Contract subsequently entered into if the Board determines, in its sole and absolute discretion, that the Bidder has engaged in any illegal business practices or unethical conduct, including but not limited to:

- (a) bid-rigging, price-fixing, bribery, fraud, coercion or collusion;
- (b) lobbying or inappropriate communications, as described above;
- (c) offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Board;
- (d) deceitfulness, misrepresentations, or submitting misleading or inaccurate information;
- (e) professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Bidder;
- (f) other conducts that compromise or may be seen to compromise the competitive procurement process.

3.4.7 Past Performance or Past Conduct

The Board may prohibit a Contractor or any individual that owns, controls, operates, manages or directs the Contractor from participating in a procurement process based on past performance or inappropriate conduct in a prior procurement process, including but not limited to:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the Contractor to honour submitted pricing or other commitments;
- (c) poor past performance and/or inability to provide a rectification plan satisfactory to the Board, leading to contract termination or the suspension of bidding privileges by the Board;
- (d) any conduct, situation or circumstance determined by the Board, in its sole and absolute discretion, to have constituted a Conflict of Interest; or
- (e) litigation history.

3.4.8 Litigation

No Bids will be considered from any Bidder who has a claim or who has initiated a legal proceeding against the Board or against whom the Board has a claim or has initiated a legal proceeding,

No Bidder who is in litigation with the Board (a “Litigating Entity”) may submit a Bid regardless of whether the litigation is related or unrelated to the subject matter of this RFT.

A Litigating Entity includes any person, corporation, partnership or other entity which has one or more individuals as officer, director, partner, shareholder, owner or part owner in common with the Litigating Entity.

3.5 Confidential Information

3.5.1 Confidential Information of the Board

All information provided by or obtained from the Board in any form in connection with this RFT either before or after the issuance of this RFT

- (a) is the sole property of the Board and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFT and the performance of any subsequent Contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Board; and
- (d) must be returned by the Bidder to the Board immediately upon the request of the Board.

3.5.2 Confidential Information of Bidder

A Bidder should identify any information in its Bid or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Board. Except as otherwise required by law or by order of a court, tribunal or the Ontario Privacy Commissioner, the Board

will maintain the confidentiality of such information, provided that such obligation shall not include any information that is or becomes generally available to the public other than because of disclosure by the Board.

Bidders are advised that their Bids including any correspondences and additional information provided during the evaluation process will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Board to advise or assist with the RFT process, including the evaluation of Bids.

During any part of this procurement process, the Board or any of its representatives shall be under no obligation to execute a confidentiality agreement.

In addition, for the purposes of reporting to the Trustees of the Board, pricing information and the total value of the Bid may be disclosed in a public report and shall not be considered confidential.

3.5.3 Personal Information

Personal Information shall be treated as follows:

- (a) Submission of information – The Bidder should not submit as part of its Bid any information related to the qualifications or experience of persons who will be assigned to provide Deliverables unless specifically requested. Should the Board request such information, the Board will treat this information in accordance with the Board Information, Access, and Privacy Policy;
- (b) Use – Any Personal Information as defined in the Personal Information Protection and Electronic Documents Act, S.C. 2005, c.5 that is requested from a Bidder by the Board shall only be used to select the qualified individuals to undertake the Deliverables and to confirm that the work performed is consistent with these qualifications; and,
- (c) Consent – It is the responsibility of the Bidder to obtain the consent of such individuals prior to providing the information to the Board. The Board will consider that the appropriate consents have been obtained for the disclosure to and use by the Board of the requested information for the purposes described.

By submitting a Bid, including any Personal Information requested in this RFT, the Bidder agrees to the use of such information for the evaluation process, for any audit of this procurement process, and for Contract management purposes.

3.5.4 Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, as amended, applies to information provided by the Bidder. A Bidder should identify any information in its Bid, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Board. The confidentiality of such information will be maintained by the Board, except as otherwise required by law or by order of a court, tribunal, or the Ontario Privacy Commissioner.

3.6 Reserved Rights and Limitation of Liability

3.6.1 Reserved Rights of the Board

The Board reserves the right to

- (a) make public the names of any or all Bidders;
- (b) make changes, including substantial changes, to this RFT provided that those changes are issued by way of addendum in the manner set out in this RFT;
- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Bid;
- (d) assess a bidder's bid on the basis of: (i) a financial analysis determining the actual cost of the Bid when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this RFT, consider any other relevant information that arises during this RFT process;
- (e) waive formalities and accept Bids that substantially comply with the requirements of this RFT;
- (f) verify with any Bidder or with a third party any information set out in a bid;
- (g) disqualify a Bidder, rescind a notice of selection or terminate a Contract subsequently entered if the Bidder has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (h) select a Bidder other than the Bidder whose Bid reflects the lowest cost to the Board;
- (i) cancel this RFT process at any stage;
- (j) cancel this RFT process at any stage and issue a new RFT for the same or similar Deliverables;
- (k) accept any Bid in whole or in part; or
- (l) reject any or all Bids;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a Bid, each Bidder agrees that

- (a) neither the Board nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising

out of this RFT process including but not limited to costs of preparation of the Bid, loss of profits, loss of opportunity or for any other claim; and

- (b) the Bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the Bid, loss of profit or loss of opportunity by reason of the Board's decision not to accept the Bid submitted by the Bidder, to enter into an agreement with any other Bidder or to cancel this RFT process, and the Bidder shall be deemed to have agreed to waive such right or claim.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFT 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 shall not be construed as intending to limit the pre-existing rights of the Board; 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]

PART 4 – RFT PARTICULARS

4.1 The Deliverables

4.1.1 Scope of Work

Contractor is to provide full construction services for a new two storey school, plus site work and project coordination.

Location of the new school is at 29 Tweedhill Avenue, located at the south-east corner of Petch Ave. & Tweedhill Ave. in Caledon, Ontario.

Work to be provided in accordance with:

- Appendix F - Specifications and Drawings
- Appendix A – Form of Agreement

4.1.2 Schedule of Work

Contractor agrees to complete the school and all related work outlined in the RFT in accordance with the following timelines:

Milestones	Timelines
Have the building(s) Fit for Occupancy by	July 1, 2028
Have the building(s) and site work completed by	September 1, 2028
Have the Contract completed in its entirety by	October 1, 2028

Contractor must meet the Fit for Occupancy Requirements outlined in Appendix A2 – Stipulated Price Contract (PDSB Rev. April 2020).

4.1.3 Bonding Requirement

(a) Bid must include:

- Bid Bond in the amount of 10% of the Total Bid Amount submitted in Appendix C – Base Bid. Bond amounts include all applicable taxes.
- Agreement to Bond for a 50% performance bond and a 50% labour and material payment bond.

(b) The performance bond provides a coverage limit of not less than 50% of the Contract price, guaranteeing the full and faithful performance of the Contract in accordance with the Contract, including warranty obligations and payment of all obligations in the event of default. The labour and material payment bond provides a coverage limit of not less than 50% of the Contract price, extending protection to all subcontractors and suppliers of labour and materials to the Work;

(c) On completion of the Work the performance bond shall remain in force as a maintenance bond for a period of one (1) year from the date of acceptance of the building by the Board. It shall form a guarantee of workmanship and materials for the one (1) year period.

- (d) Bonds should be made to the Peel District School Board using the latest edition of the CCDC approved bond forms.

4.1.4 Tender Cost

The Bidder confirms that the submitted Tender price includes the following:

- All applicable costs related to as winter conditions, heating, and protection against inclement weather.
- All overtime costs for all trades are required to meet the specified schedule of the Work.
- All risks and uncertainties associated with market, labour and supply chain, including but not limited to pandemics and tariffs, from the time of Bid submission through to completion of the Work. No requests for cost increases arising from changes in these conditions will be considered.
- All cost of bonds required under this RFT.
- All costs related to any errors alleged to have been made in the Bid that has been accepted by the Board.

4.1.5 Changes in Work

Section 12 of the Appendix A2 - Stipulated Price Contract (PDSB Rev. April 2020) applies to any changes in the Work under the Contract not covered by the submitted Bid price.

4.1.6 Building Permit and Other Associated Fees

The building permit has been applied for by the Board's Consultants and will be paid for by the Board.

The Contractor shall be responsible for all other required fees, deposits and charges related to municipal, provincial and federal requirements. The Contractor is solely responsible for determining the applicable permits, fees and associated costs.

4.1.7 List of Subcontractors

The Board acknowledges that the Contractor may propose engaging subcontractors and/or suppliers to perform work under this Contract. The Contractor confirms that it has exercised due diligence in selecting such subcontractors and/or suppliers and has verified their reliability and competence to perform the Work in accordance with the Contract requirements.

The Contractor shall be solely responsible for the performance of the work carried out by its subcontractors and suppliers and shall ensure such Work complies with all requirements of the Contract. No changes to the Contract requirements shall be made without the Board's prior written approval.

The Board will not consider any request for additional costs arising from the substitution of subcontractors and/or suppliers, regardless of the reason, except where such substitution is requested by the Board

4.1.8 Domestic Supply Chain Plan

Appendix D – Domestic Supply Chain Plan (BT-45CZ) (the “DSCP”), as submitted by the Contractor as part of its Bid, forms part of the contractual documents.

During construction, the Contractor and its subcontractors are required to disclose the origin of all major goods, materials and components identified in the DSCP and shall provide supporting documentation upon request by the Board.

Throughout the term of the Contract, the Contractor shall submit any proposed changes to the DSCP for the prior written approval of the Board before the delivery of any further goods and services to the site. Failure to do so may result in the Board exercising any of its remedies under the Contract, or otherwise at law.

4.1.9 Payment Terms

The payment terms for the Contract are in accordance with the stipulations of the Appendix A-Stipulated Price Contract.

4.1.10 Maintaining Insurance certificate and WSIB

The successful bidder will provide proof of WSIB coverage and applicable insurance as outlined in the Appendix 1 - Stipulated Price Contract prior to commencing work identified under this tender call.

At any time during the term of the Contract, when requested by the Board, the Contractor shall provide such evidence of compliance by himself or herself and his or her Sub-contractors.

4.1.11 Compliance with the Regulation for Construction Projects (O. Reg. 213/91)

Contractors must, prior to the commencement of any project, comply with the requirements set out in the Regulation for Construction Projects (O. Reg. 213/91), including:

- Submitting a Notice of Project to the Ministry of Labour, Immigration, Training and Skills Development for any project where the total cost of labour and materials is expected to exceed \$50,000; and
- Completing the Registration of Constructors and Employers Engaged in Construction (Form 1000).

Both the Notice of Project and the completed Form 1000 must be posted in a conspicuous location at the project site or made readily available for review by a Ministry inspector upon request.

4.2 Material Disclosures

4.2.1 Verification Requirements of Electronic/Digital Bonds

- 1) All bonds required by this Tender shall be in an electronic or digital format that meets the following criteria:
 - a) The version submitted by the Bidder must be verifiable by the Board with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
 - b) The version submitted must be viewable, printable and storable in standard electronic file formats acceptable to the Board, and in a single file. Allowable formats include PDF.
 - c) The verification may be conducted by the Board immediately or at any time during the life of the bond and at the discretion of the Board with no requirement for passwords or fees.
 - d) The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding Item (a).
- 2) Bonds passing the verification process will be treated as original and authentic.
- 3) Bonds failing the verification process will render your Bid non-compliant. A scanned copy of a paper bond does not constitute a digital bond and will render your Bid non-compliant.
- 4) Bidders are strongly encouraged to discuss the Board's digital bond requirements with your surety company well in advance of Bid submission to ensure that the bond submitted will meet the Board's requirements.
- 5) Should your surety company provide you with both Bid Bond and Agreement to Bond in one combined document, do not attempt to split it into two separate files as it will negate the security features of the digital bond, not allowing the Board to verify its authenticity and render it non-compliant. Simply upload the same document twice into the Bidding Portal.

APPENDIX A – FORM OF AGREEMENT

Appendix A includes the following documents:

- Appendix A1 - Agreement Between the Board and Contractor (2020)
- Appendix A2 - Stipulated Price Contract (PDSB Rev. April 2020)

These documents are provided as PDF files under the RFTMA26-5334 posted on the Bidding Portal.

APPENDIX B – SUBMISSION FORM

1. Bidder Information

Full Legal Name of Bidder (billing name on your invoice):	
Business Type (select from Sole Proprietor / Partnership / Corporation / Cooperative)	
Business Registration Number (if applicable):	
HST Number (if applicable):	
Any Other Relevant Name under which Bidder Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Email to Receive Purchase Order:	
Company Website:	
The contact person provided below will be the contact person for this RFT	
Bidder Contact Name and Title:	
Bidder Contact Phone:	
Bidder Contact Email:	

2. Offer

The Bidder has carefully examined the RFT documents and has a clear and comprehensive knowledge of the Deliverables required under the RFT. By submitting a Bid, the Bidder agrees and consents to the terms, conditions and provisions of the RFT, including the Form of Agreement and the execution thereof within the specified time frame, and offers to provide the Deliverables in accordance therewith at the rates set out in its Bid.

3. Rates

The Bidder has submitted its rates in accordance with the instructions in the RFT and in Pricing (Appendix C) in particular. The Bidder confirms that it has factored all of the provisions of Appendix A, including insurance and indemnity requirements, into its pricing assumptions and calculations.

4. Addenda

The Bidder agrees that it is the Bidder's responsibility to obtain all addenda issued by the Board in the Bidding Portal. The Bidder hereby confirms it has received and accepted all addenda issued

by the Board for the RFT and its pricing assumptions and rate calculations have taken into consideration all the addenda for the RFT.

5. No Prohibited Conduct

The Bidder declares that it has not engaged in any conduct prohibited by this RFT.

6. Conflict of Interest

Bidders must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFT. This includes disclosing 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 bid; **AND** (b) were employees of the Board within twelve (12) months prior to the Submission Deadline.

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

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

- ☐ The Bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its Bid, and/or the Bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFT.

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

7. Disclosure of Information

The Bidder hereby agrees that any information provided in this Bid, 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 Bidder hereby consents to the disclosure, on a confidential basis, of this Bid by the Board to the advisers retained by the Board to advise or assist with the RFT process, including with respect to the evaluation this bid.

8. Bid Irrevocable

The Bidder agrees that its Bid shall be irrevocable for a period of 60 days following the Submission Deadline.

9. Attestation of Domestic Supply Chain Plan

The Bidder declares that the submitted Domestic Supply Chain Plan (DSCP) (Appendix D) accurately identifies:

- a) the source of each listed major good and service required under the RFT to complete the Project;
- b) each Subcontractor that will provide major goods or services for the completion of the Project; and
- c) the source of each listed major good and service to be supplied by a Subcontractor for the completion of the Project.

Signature of Bidder Representative

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the Bidder.

APPENDIX C – PRICING

1. Appendix C – Base Bid (BT-27DH) is provided as an Excel file on the Bidding Portal under RFTMA26-5334. Bidders must download the Appendix C Pricing Form from the Bidding Portal, complete it and submit it through the Bidding Portal.
2. Instructions for completing Appendix C – Pricing.
 - (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST.
 - (b) HST is not to be included in the total for the Contingency or Cash Allowances.
 - (c) Rates must be all-inclusive and must include all labour and material costs, plant and equipment to perform all duties and services called for by the entire work including all trades for the project, as well as 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, all permit and license fees, and all other overhead, including any fees or other charges required by law.
 - (d) Rates must be rounded to two (2) decimal points. Price ranges are not accepted.
 - (e) All pricing on Appendix C must be provided. Bid missing any pricing is not accepted.
 - (f) If an item is free of charge, Bidder shall submit zero dollars (\$0.00) as the rate.

APPENDIX D – DOMESTIC SUPPLY CHAIN PLAN

1. Appendix D – Domestic Supply Chain Plan (DSCP) is provided as an Excel file on the Bidding Portal under RFTMA26-5334. Bidders must download the Appendix D from the Bidding Portal, complete it and submit it through the Bidding Portal.
2. Complete Appendix D - Domestic Supply Chain Plan to identify the source and value of major goods and services required for the project, including those supplied by subcontractors.
3. Indicate whether each item is Ontario Made, Canadian Made (outside Ontario), or from another jurisdiction (elsewhere) and whether each service is an Ontario Service or a Canadian Service.
4. DSCP forms part of the Contract. See Section 4.1.8 of the RFT for contractual obligations regarding the submitted Domestic Supply Chain Plan.
5. See Section 1.2 for definitions of Ontario-Made or Canadian-Made goods, Ontario Service or Canadian Service.

APPENDIX E – SPECIFICATIONS AND DRAWINGS

Appendix E includes the following documents:

- Appendix E1 - BINDER A - Arch & Struct - MW2PS TENDER
- Appendix E2 - BINDER B - Mech & Elect - MW2PS TENDER
- Appendix E3 - BINDER C - ADs GEOTECH - MW2PS TENDER
- Appendix E4 - DRAWINGS - MW2PS TENDER

These documents are provided as PDF files under the RFTMA26-5334 posted on the Bidding Portal.