



VENDOR EVALUATION – SUPPLIED PRODUCTS

Please respond in detail, on your Letterhead to all numbers and bullets listed. Failure to provide sufficient detail will delay consideration of your submission, however, there may be areas that are not applicable. (E.g.: If your company will not provide services on *EnWin* property, then WSIB certification is not required)

Type of goods supplied by Vendor

- State products for which you would like to receive quotation requests

1. COMPANY INFORMATION

- Include legal name, address, phone, facsimile numbers
- Include E-mail address of contacts
- GST Registration Number
- Payment terms (*EnWin* Standard Terms Net 45 days)
- Type of Business and year established.
- Number of Branches
- Website
- Emergency After Hours number or contact

2. WORK EXPERIENCE

- Number of years in business
- Contact with other *EnWin* Departments
- Manufacturer or Distributor
- ISO Certification
- Dollar value of Inventory
- Current Utility Alliances or Partnerships
- On-line ordering

3. EMPLOYEE QUALIFICATIONS

- Staffing: Company employees or under contract
- Key personnel names and areas of expertise
- Years of work experience of staff in related areas
- Certifications of staff
- State any possible conflicts of interest among *EnWin*/WUC and Vendor employees.

4. COMPANY SAFETY POLICY AND PROGRAMME (Optional)

- In-house Health & Safety Committee or representative (per OHSA)
- Safety Policy
- Details of Policies and Programmes
- Safety Association Affiliation

5. WORKER SAFETY INSURANCE BOARD & SAFETY RECORD (not required if your company does not provide field service)

- WSIB Firm profile
- Letter of good standing
- Experience Rating
- Safety Record

6. EQUIPMENT AND TOOLS

- List of vehicles, major equipment and tools available
- Equipment owned or leased
- Delivery Service or Common Carrier Deliveries

7. GENERAL LIABILITY AND AUTO INSURANCE (required if deliveries are made to EnWin Site and/or you provide field service)

- Certificate of insurance indicating limits and deductible

8. TRAINING

- Evidence of training and certificates of qualification for workers who will deal with *EnWin* personnel

9. RELATED ASSOCIATING MEMBERSHIP

Indicate membership in the following:

- Ontario Electric League
- Electrical Contractors Association
- EUSA
- IAPA
- DEA



10. FINANCIAL STATEMENT OR REPORT

- Financial capabilities and references

11. REFERENCE CHECKS

- Names and contact numbers of previous clients (minimum 5)

12. All Purchases made by the EnWin Group of Companies and the Windsor Utilities Commission are subject to the terms and conditions in the Vendor Information Manual. Vendors may view or download the Vendor Information Manual from our website www.enwin.com >public information> vendor services>vendor manual.

Successful proponents will be notified by regular mail or E-Mail

***EnWin* may request an interview with any proponent**

Questions may be directed to the *EnWin* Utilities Ltd. Purchasing Department 519-251-7300 X239
