



PREFERRED VENDOR REQUEST FORM

Medicine Hat College (MHC) maintains a preferred vendor list for good and services, including (but not limited to) food services/goods, electrical, plumbing, minor repair/construction, painting, tree removal, and heating, ventilation, and air conditioning. *Please note, Information Technology related services have been excluded from this form.*

This form is intended for service-related calls for ad hoc and emergency work that occurs over the course of regular operations. Per MHC Policy, any work related to:

- Goods & Services over \$5,000 or Construction over \$25,000, will require three (3) quotes for service (preferred vendors will be contacted first).
- Goods & Services over \$75,000 or Construction over \$200,000, will require a competitive bidding process and will be issued via a Request for Proposals (RFP) on the Alberta Purchasing Connection.

Please complete the form below and submit to facilityoperations@mhc.ab.ca for consideration. MHC aims to respond to all requests within 10 business days.

SECTION A: GENERAL INFORMATION			
Company Name:		Date:	
Contact Name:		Job Title:	
Email:		Phone:	
Address:		City/Town:	
Work Location:	<input type="checkbox"/> Medicine Hat Campus <input type="checkbox"/> Brooks Campus <input type="checkbox"/> Other _____		

SECTION B: CONFIRMATION OF UNDERSTANDING	
(Initial beside each term to indicate understanding and agreements to the terms of this form)	
	You understand this form is for informational purposes only and does not guarantee access to work at MHC. From time to time, MHC may access services from companies not identified on the preferred vendor list.
	MHC's records are subject to access under the FOIP Act. If documents submitted contain protected, proprietary or confidential information, please identify the specific issue and provide supporting reasons as to why MHC should not release this information if requested by a FOIP inquiry.
	You agree that the information is accurate at the time of submission. MHC understands that the information may change over time and may follow-up from time to time to update your information.



PREFERRED VENDOR REQUEST FORM

SECTION C: SERVICE DETAILS	
Type of Services:	
Qualifications Overview: (Provide an overview of your qualifications and why MHC should make you a preferred vendor)	
Estimated Labour Rate:	
Other Estimated Costs: (If available – i.e., Cost plus X%)	
Ability to Deliver: (Describe your ability to respond to service requests at the college, e.g., estimated response times)	
Supply Chain Overview: (Describe your supply chain, including suppliers you rely on, any shipping/receiving process if parts or equipment are required)	
Warranties/Guarantees: (Describe the warranties and guarantees available on services, parts, and equipment)	



PREFERRED VENDOR REQUEST FORM

SECTION D: HEALTHY & SAFETY OVERVIEW

Health & Safety Program: (Provide a brief overview of any health & safety programs in effect within your organization)	
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Insurance: (Outline your insurance coverage, including the amount of general liability)	
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Alberta WCB: (Confirm your Alberta WCB standing)	
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Confirmation of Health & Safety Terms:
If selected to provide services, you agree to (or understand that) you must:

	Comply with MHC's Health and Safety Policy (to be provided prior upon confirmation as a preferred vendor/contractor) and enforce it with all contractor/vendor employees on the MHC worksite.
	Know, understand, and comply with all required rules, regulations, and responsibilities identified by role(s) as outlined within the Occupational Health and Safety Act, Regulation, and Code.
	Complete the job as safely and effectively as possible.
	Immediately report any/all additional hazards identified, near misses, or incidents to the MHC representative or employer.
	Ensure all requested requirements (Insurance, WCB, and Safety Program) and job specific training remain current and up to date for the duration of the entire working relationship with MHC and communicate any changes to the MHC representative immediately.
	Monitoring of work performance and safe work practices may be completed by the MHC representative at any time during the working relationship.
	Failure to fulfil specified roles and responsibilities as a contractor/vendor or follow MHC's Health and Safety Policy may result in removal from the approved contractor/vendor list.
	MHC will know, understand, and fulfil all required responsibilities by role(s) as outlined by the Occupational Health and Safety Act, Regulation, and Code.



PREFERRED VENDOR REQUEST FORM

SECTION E: SIGNATURES

By signing this section, you agree that all sections are accurate at the time of submission and any commitments made in Section D: Health & Safety will be adhered to during any work occurring at a Medicine Hat College worksite.

Vendor Signature:

Date: