
FINANCIAL CAPABILITY SUBMISSION FORMS AND ATTACHMENTS (SECTION F)

General Instructions for Completing Forms

Proponents shall provide information as set out in these Proponent submission forms. Proponents may submit the electronic copy of the completed Proponent Submission Forms in either MS Word or PDF format.

Where the form fields below do not provide sufficient space to provide the requested information, Proponents may include additional pages to provide the requested information and include a page reference in the form field indicating that the balance of the response is on an attached page.

Reminder: If not applicable indicate using “Nil” or “N/A” or “Not Applicable” in the space provided. Proponents should note that if a form field is left blank, the City shall assume that the information to complete the field is intentionally not supplied and shall evaluate the submission accordingly.

Form	Title
F-1	Proponent and Proponent Team Lead(s) Identification
F-2	Licensed Financial Institution Credit Reference Letter
F-3	Guarantor Reference Letter
F-4	Performance Surety Reference Letter

FORM F-1 –PROPONENT AND PROPONENT TEAM LEAD(S) IDENTIFICATION		
Item #	Information Requested	Information Provided by Proponent
1	Name of Proponent (must be same as Form A, Item 2)	
2	Proponent Entity (Corporation, Partnership, Joint Venture, etc.) (must be same as Form A, Item 2)	
3	Identify only Proponent Team members which would have <u>financial responsibility(s)/obligation(s)</u> for the OWPS facility. Such Parties are to be regarded as Financial Disclosure Entities for the purpose of Form F-2. Identify which party will be designated to sign the OWPS Contract.	
3 (a) (i)	Project Lead	
3 (a) (ii)	Project Lead Entity (Corporation, Partnership, Joint Venture, etc.)	
3 (a) (iii)	Describe Project Lead Financial Obligations	
3 (b) (i)	Project Constructor	
3 (b) (ii)	Constructor Entity (Corporation, Partnership, Joint Venture, etc.)	
3 (b) (iii)	Describe Constructor Financial Obligations	
3 (c) (i)	Operation and Maintenance Provider	
3 (c) (ii)	Operation and Maintenance Entity (Corporation, Partnership, Joint Venture, etc.)	
3 (c) (iii)	Describe Operation and Maintenance Provider Financial Obligations	
3 (d) (i)	Other Proponent Team Member(s)	
3 (d) (ii)	Entity (Corporation, Partnership, Joint Venture, etc.)	
3 (d) (iii)	Describe Financial Obligations	
4	Describe the financing structure anticipated for the Proponent to deliver the potential OWPS Merchant Contract requirements.	
5	Provide audited financial statements for the last two (2) years for each of the Proponent Team members which would have financial responsibility for the OWPS facility.	Information Attached (Y/N)
6	Identify the value of committed projects that are planned to occur over the period from 2025 to 2030 that would draw upon the financial capability of the Proponent Financial Disclosure Entities .	

FORM F-2 – LICENCED FINANCIAL INSTITUTION CREDIT REFERENCE LETTER
(To be placed on the Licensed Financial Institution's Letterhead)

Instructions for Completing FORM F-2

Proponents shall provide a Licensed Financial Institution Credit Reference Letter for each Proponent Team Member as identified in Form F-1 which would have financial responsibility(s) / obligation(s) for the OWPS facility. Such Parties are to be regarded as Financial Disclosure Entities for the purpose of Form F-2.

To:	The City of Winnipeg
From:	<i>(Insert legal name of financial institution)</i>
Proponent:	<i>(Insert legal name of appropriate Person)</i>
Project:	ORGANIC WASTE PROCESSING SERVICES - RFQ No. 810-2024A

This letter is provided in connection with the Request for Qualifications (RFQ) Submission by **[Proponent name]** to the City of Winnipeg in response to the RFQ for the Project, specifically the financial institution reference requirement.

We confirm that **[Financial Disclosure Entity name]** is a highly valued client of **[financial institution name]**. We provide confirmation in respect of the following information in accordance with the RFQ:

- Length of banking relationship: The **[Financial Disclosure Entity name]** has been a client of **[financial institution name]** for **[•]** years.
- Nature of business: **[Information on nature of business of the Financial Disclosure Entity with the financial institution]**
- Types and amount of credit facilities: **[Information on the types and amounts of credit facilities of the Financial Disclosure Entity with the financial institution]**
- Credit history and standing: **[Information on the Financial Disclosure Entity credit history and confirming that the Financial Disclosure Entity is in good standing as a client of the financial institution]**

We confirm that **[Financial Disclosure Entity name]** has the capacity to meet the performance security requirements typical of projects of similar scope and complexity to this Project and access capital in a timely fashion in order to finance the obligations of the Work over the duration of this Project, which is anticipated to be 20 years. Other committed or proposed projects will not impair their capacity to access this minimum capital requirement.

Dated this ____ day of _____, 2025

Legal Name of Licensed Financial Institution

Name of Authorized Representative

Signature of Authorized Representative

FORM F-3 – GUARANTOR REFERENCE LETTER
(To be placed on the Guarantor's Letterhead)

Instructions for Completing FORM F-3

Proponents shall provide a Guarantor Reference Letter for each Proponent Team Member as identified in Form F-1 which would have financial responsibility(s) / obligation(s) for the OWPS facility where such Proponent Team Members are an affiliate or subsidiary of a parent entity.

To:	The City of Winnipeg
From:	<i>(Insert legal name of Guarantor)</i>
Proponent:	<i>(Insert legal name of Proponent)</i>
Project:	ORGANIC WASTE PROCESSING SERVICES - RFQ No. 810-2024A

This letter is provided in response to the financial submission requirements by **[Proponent name]** to the City of Winnipeg ("City") in response to the Request for Qualifications (RFQ) for the Project, to confirm the willingness of **[Parent company name]** to support **[Proponent Team Member name]**, in its obligations for the Project and to supply corporate and financial information to the City upon request.

[Brief description of the parent company guarantor's and Proponent Team Member(s)' business, brief explanation of parent company's financial capacity (e.g., assets / net assets, cash & cash equivalents, revenues), and confirmation of Proponent Team Member(s)' banking relationships and access to bonding capacity]

We, **[parent company name]**, are issuing this letter to confirm **[Proponent Team Member name]**'s capacity to fulfill the proposed role and obligation of this Project. As such, if the Proponent on which **[Proponent Team Member name]** is participating as a **[role of Proponent Team Member]**, is selected as the successful proponent, we are prepared to provide assurance for the performance of **[Proponent Team Member name]**'s obligations under the potential OWPS contract and issue the required commitments and guarantees. **[Parent company name]** can demonstrate through the financial information submitted that Proponent Team Member adequate financial capacity for the OWPS Project.

Dated this ____ day of _____, 2025

Legal Name of Guarantor

Name and Title of Authorized Representative

Signature of Authorized Representative

Form F-4 – PERFORMANCE SURETY REFERENCE LETTER
(To be placed on the Surety's Letterhead)

Instructions for Completing FORM F-4

Proponents shall provide a Performance Surety Reference Letter for the Proponent Team Member as identified in Form F-1 which would be designated to execute the OWPS Contract.

To:	The City of Winnipeg
From:	<i>(Insert legal name of Surety)</i>
Proponent:	<i>(Insert legal name of Proponent)</i>
Project:	ORGANIC WASTE PROCESSING SERVICES - RFQ No. 810-2024A

This letter is provided in response to the financial submission requirements by **[Proponent name]** to the City of Winnipeg ("City") in response to the Request for Qualifications (RFQ) for the Project, to confirm the willingness of **[Surety name]** (**[Surety rating]**) to support **[Proponent Team Member Responsible for the OWPS Contract]**, in its obligations for the Project.

We are the Surety for **[Project Team Member Responsible for the OWPS Contract]** and have a current bonding facility in place for our client. In our experience **[Project Team Member Responsible for the OWPS Contract]** has demonstrated the ability to undertake projects of this general size and scope.

We understand the estimated contract value of the proposed project is in the range of **[\$2.5 million to \$4 million]** annually. We are currently and have in the past, provided aggregate bonding capacity of **[\$aggregate amount]** for **[Project Team Member Responsible for the OWPS Contract]**. Our estimate of outstanding bonding capacity available to them at present would be **[\$bonding capacity amount]**, subject to meeting the relevant underwriting criteria. Based upon the information available at this time and subject to our assessment of the contract terms, conditions, financing, and bond forms at the time of the RFP, we can support our client's bid and issue the required bonding guarantee commitments based on the amount of the Project.

Our willingness to extend the required bonding will be based on our underwriting of **[Project Team Member Responsible for the OWPS Contract]** and analysis of the contract documents at the time of proposal submission. Please note that the surety support is conditioned and subject to our standard underwriting at the time of the final bond request, which will include but not be limited to the acceptability of the contract terms and documents, bond forms and financing. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

Dated this _____ day of _____, 2025

Legal Name of Surety

Name and Title of Authorized Representative

Signature of Authorized Representative

Seal