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SECTION 1 - INTRODUCTION

1.1 Description

This Request for Supply Arrangement (RFSA) Solicitation is intended for general construction contractors, primarily to carry out projects involving office fit-ups, architectural renovation and electro-mechanical systems at 715 Peel Street, 4225 Dorchester Boulevard and 315 René-Lévesque West Boulevard in Montreal (QC). The Supply Arrangement (SA) will be valid for **a period of three (3) years** from the original date of issue, with the possibility of **extending it for two (2) additional periods of one (1) year each**. The maximum amount that Canada can pay pursuant to a Supply Arrangement is estimated at **\$14.5M (tax included)**.

The SA will end when the validity period is over or when the maximum amount is reached, whichever occurs first.

By issuing this Request for Supply Arrangement Solicitation, PWGSC intends to establish and update a list of Qualified Suppliers for general contracting services. These suppliers will be rated on the mandatory requirements, technical evaluation and security requirements outlined in this Request for Supply Arrangement Solicitation.

A Supply Arrangement is not a contract and neither party is legally bound as a result of the signing of this document alone. This Request for Supply Arrangement Solicitation is also intended to establish a framework under which PWGSC may solicit bids from a pool of pre-qualified suppliers.

If the establishment of a Supply Arrangement does not meet the expected interest, the Department of Public Works and Government Services (PWGSC) reserves the right to cancel the whole requirement.

Throughout the term of the Supply Arrangement, interested suppliers are free to apply to qualify as potential suppliers when a project is announced under this Supply Arrangement. However, no supplier will be considered for a project if the evaluation has not been completed and no resulting contract award will be delayed to allow for the Offeror's RFSA to be evaluated.

1.2 Step A: Evaluation of Requests for Supply Arrangement

This first step involves soliciting RFSA's from suppliers that meet the requirements of this solicitation, so that they can qualify and be authorized by the Minister to participate in Step B (see item 1.3).

To qualify, a supplier will have to meet all of the requirements of the evaluation criteria set out in Section 4 of this document. A Supply Arrangement (SA) will be issued to each Qualified Supplier.

1.3 Step B: Issuing of future contracts related to the Supply Arrangement

At this point, suppliers with a SA that qualified during the previous step (A) will be solicited for bids on calls for construction services costing **up to \$5 million (tax included)** per resulting contract from PWGSC.

In interpreting the Instructions to Tenderers, in case of divergence or contradiction, the more stringent requirements will apply.

1.4 Objectives

The objectives of the Supply Arrangement are to

- a) Establish a competitive procedure to pre-qualify general contractors for various types of construction work
- b) Establish an efficient construction contracting procedure
- c) Ensure that general contractors will provide economical and efficient quality services
- d) Establish a system whereby only pre-qualified suppliers will be allowed to provide services to PWGSC.

1.5 Terminology

In this notice, the following definitions apply.

Offeror: A contractor responding to this Request for Supply Arrangement Solicitation.

Client department: All departments located, or to be located, at 715 Peel Street, 4225 Dorchester Boulevard and 315 René-Lévesque West Boulevard Montreal, including PWGSC, to benefit from the services.

Designated user: Public Works and Government Services Canada (PWGSC), which purchases services on behalf of client departments.

Qualified Supplier: The supplier that meets all the requirements of the evaluation criteria under this Request for Supply Arrangement Solicitation . The contractor must also meet the security requirements.

Tenderer: A Qualified Supplier with a supply arrangement that tenders in response to a solicitation issued by PWGSC.

Supply Arrangement (SA): The document sent to a Qualified Supplier to confirm the arrangement between the said supplier and Canada.

Call for tenders: Invitation from PWGSC to pre-qualified suppliers to tender in order to provide the services sought.

Evaluation Committee: The committee struck to evaluate and rate RFSAs.

Key personnel: The members of the supplier's staff and that of any subcontractors, as well as specialists and other suppliers whose services the supplier proposes to call upon to carry out future projects.

Contracting Authority: The person designated as such in the Supply Arrangement, or by notice to the supplier, to act as the Minister's representative in the management of the SA.

Client: The person or company that contracts to purchase services.

Request for Supply Arrangement (RFSA): Documents presented by a supplier to Public Works and Government Services Canada in response to a Request for Supply Arrangement Solicitation.

Request for Supply Arrangement Solicitation: Documents issued by PWGSC to obtain Requests for Supply Arrangement from suppliers.

1.6 Instructions to Offerors

Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangement Solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. The Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Offerors that submit a Request for Supply Arrangement agree to be bound by the instructions, clauses and conditions of the Request for Supply Arrangement Solicitation and accept the clauses and conditions of the resulting contract.

The **2008 (2012-11-19) Standard Instructions - Request for Supply Arrangements - Goods or Services**, are incorporated by reference into and form part of the bid solicitation.

----- END SECTION 1 -----

SECTION 2 - DESCRIPTION OF RESULTING CONTRACTS

2.0 Procedure

When Public Works and Government Services Canada needs the services of general construction contractors under this SA, the following solicitation and contracting procedures will apply.

PWGSC will invite all Qualified Suppliers with a Supply Arrangement to tender in the following manner:

- i. A notice will be published through the Government Electronic Tendering Service for each bid solicitation involving the use of the list of qualified suppliers.
- ii. Calls for tender will be issued by mail on the "*Invitation to Tender*" form (Section 7) to Qualified Suppliers. The information on the form will include the date of the site visit, a brief description of the work, the closing date and time for tendering, the return address for bids and the applicable general clauses and conditions.
- iii. Plans and specifications will be prepared and sent to Qualified Suppliers by PWGSC.
- iv. Plans and specifications for each resulting contract will include a specification section that will be an adaptation of the generic version reproduced in Section 8 - *Work site - Health and Safety*.
- v. A site visit could be organized for each project to be carried out; it will be **mandatory or optional**. Each request will specify whether there is an obligation to attend or not. When a visit is mandatory, failure to attend will automatically cancel the right to bid even if the Qualified Supplier is very familiar with the site.
- vi. The evaluation of bids and the issuance of resulting contracts will be carried out by Public Works and Government Services Canada through Supply Operations Services.
- vii. The contracting authority controls the Department's use of supply arrangements, and suppliers are subject to audit.
- viii. A contract does not exist between Canada and the supplier until the tender form has been fully completed as an offer by the supplier and accepted by PWGSC.

NOTE: The estimated value set for this arrangement is comprehensive, i.e. the proportion due to each supplier will depend on its bid price and the number of projects for which it is the lowest qualified bidder responding.

----- END SECTION 2 -----

SECTION 3 - INSTRUCTIONS TO OFFERORS

3.0 Presentation

Presentation of the Request for Supply Arrangement (RFSA)

- Supply one original form and three (3) copies.
- It is the Offeror's responsibility to
 - ◆ return a signed original on page 1 of the Request for Supply Arrangement, duly completed, IN THE FORMAT REQUESTED;
 - ◆ direct its RFSA ONLY to the bid receiving address specified;
 - ◆ ensure that the Offeror's name, the RFSA Solicitation reference number, and RFSA Solicitation closing date and time are clearly visible;
 - ◆ provide a comprehensive and sufficiently detailed RFSA that will permit a complete evaluation in accordance with the criteria set out in the RFSA Solicitation.

Timely and correct delivery of Requests for Supply Arrangement to the specified delivery address is the sole responsibility of the Offeror. Public Works and Government Services Canada will not assume or have transferred to it those responsibilities.

3.1 Request for Supply Arrangement - Presentation requirements

The following information on RFSA presentation should be taken into account when drafting a bid.

- Submit the original and three (3) bound copies of the RFSA.
- Paper size: 8.5"x11" (one sheet front/back = 2 pages). 11"x17" prefolded pages (front only), e.g., for tables and organization charts, will count as two (2) pages each.
- Follow the order set out in Section 4 of this solicitation.

3.2 Number of pages

Maximum number of pages allowed, including both text and graphics: thirty (30).

Consequences of non-compliance: extra pages (beyond the 30-page limit) will be removed from the RFSA and will not be sent to members of the PWGSC Evaluation Committee. (If an Offeror uses paper of a different size, the maximum number of pages will be calculated on a pro-rata basis according to the paper size used). This will be calculated as follows:

$$30 \text{ sheets} \times \frac{8.5 \times 11}{\text{available size}} = \text{Maximum number of pages}$$

NOTE: Resumés, certifications, reference letters and minutes of safety and health committee meetings will not be considered as part of the maximum allowed pages.

3.3 Sending the RFSA

Requests for Supply Arrangement sent by fax or email will not be accepted.

3.4 Work site

The work covered by this arrangement will be carried out at the federal buildings located at 715 Peel Street, 4225 Dorchester Boulevard and 315 René-Lévesque West Boulevard in Montreal.

3.5 Requests for clarification during tendering

- i. In order to ensure the integrity of the RFSA process, all enquiries and other communications arising from this RFSA, from the date of issue to the closing date, must be addressed **only** to the person named on Page 1 of this solicitation. They **MUST NOT** be addressed to **ANY** other government representative. Failure to abide by this condition may entail rejection of this RFSA Solicitation on those grounds alone.
- ii. All enquiries must be submitted **IN WRITING**.
- iii. All enquiries must be received at least seven (7) calendar days prior to the closing date of the RFSA Solicitation so an answer can be provided in time. Enquiries received after the time limit may not be answered before the closing date of this solicitation.
- iv. To ensure the consistency and quality of the information provided to Offerors, responses to significant enquiries will be sent simultaneously to all businesses to which this RFSA Solicitation has been sent, without revealing the source of the enquiries.

3.6 Required permits and licences

- i. The Offeror and its key personnel and subcontractors must be duly accredited, certified or authorized to provide the required services to the full extent required by the laws of the province or territory where the work is to take place.
- ii. By tendering an RFSA, the Offeror attests that it is sure that the team and key personnel proposed meet the requirements of paragraph (i). The Offeror acknowledges that PWGSC reserves the right to verify all information provided on this matter and that a false or erroneous attestation may make the RFSA non-responsive and entail its rejection.

3.7 Explanatory meeting

No explanations will be given to unsuccessful Offerors until PWGSC has concluded a Supply Arrangement with the successful Offerors. Offerors wishing to schedule an explanatory meeting should contact the person named on the cover page of this Request for Supply Arrangement Solicitation. The explanation will include a review of the reasons for refusal by PWGSC, with reference to the evaluation criteria. The confidentiality of other RFSA's will be protected.

3.8 Procurement Business Number (PBN)

- i. For procurement purposes, the Government of Canada uses a unique Procurement Business Number (PBN) to identify a company and its branches, divisions or offices, where appropriate. The PBN is created using the entity's Canada Revenue Agency Business Number.
- ii. All Canadian companies are required to have a PBN prior to contract award in order to receive a Public Works and Government Services Canada (PWGSC) contract. In exceptional circumstances, PWGSC may decide to award, at its own discretion, a contract to a company without a PBN. Non-Canadian suppliers are strongly encouraged to obtain a PBN.
- iii. Companies may register for a PBN with the Supplier Registration Information (SRI) service at the Buy and Sell Internet site at <http://buyandsell.gc.ca>. In order for companies to be sources by government suppliers, they must complete the registration process and activate their account in the SRI service.
- iv. For non-Internet registration, contact the Buy and Sell Info Line at 1-800-811-1148, or 819-956-3440 in the National Capital Region, to obtain the telephone number of the nearest Supplier Registration Agent.

3.9 Notification of withdrawal from the Supply Arrangement

In the event that a Qualified Supplier wishes to withdraw from this Supply Arrangement, the Qualified Supplier must advise the Contracting Authority in writing within thirty (30) days prior to the effective date.

The supplier will not be able to requalify for a one-year period as of the date of the withdrawal. The Qualified Supplier acknowledges that any withdrawal of its services will not affect contracts awarded prior to the receipt by the Contracting Authority of such notice.

3.10 Cancellation or suspension of the Supply Arrangement by Canada

Notwithstanding item 3.11.2, Canada may, by giving a minimum of thirty (30) days' written notice to Qualified Suppliers, cancel or suspend the Supply Arrangement in whole or in part. The Qualified Supplier will immediately comply with the requirements of any such notice. Canada acknowledges that cancellation or suspension of the Supply Arrangement will not, through this action alone, affect any contracts made prior to the issuance of such notice.

3.11 Continuous auditing

3.11.1 The Qualified Supplier's compliance with the criteria used to evaluate the original offer may be subjected to verification by government audit at any time during the period of the Supply Arrangement.

3.11.2 If the Qualified Supplier refuses to permit such audit or if such audit demonstrates that the company no longer meets the requirements of the criteria

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used to evaluate the original proposal, the Supply Arrangement will be immediately suspended until such time as the Supplier demonstrates compliance with the said criteria.

3.11.3 PWGSC reserves the right, prior to approval of the offer and at any time thereafter, to conduct on-site inspections of a Qualified Supplier's facilities and systems including, but not limited to, its time reporting system, offices and workshops.

3.12 Sanctions and withdrawal of the authorization to use the SA

3.12.1 If, during the course of the Supply Arrangement, the Contracting Authority becomes aware that the Qualified Supplier is in violation of the terms and conditions of this Arrangement or any associated contract (e.g., either through routine inspections or a written complaint from any Client Department), Canada may withdraw authorization to use the Supply Arrangement.

3.12.2 Conditions that may result in a withdrawal of authorization to use the Supply Arrangement include:

i. Sanctions for poor performance (e.g., poor quality, warranty and not following the specifications/drawings, etc.)

For each incident reported in writing to the Contracting Authority regarding poor quality, performance, inadequate warranty services, or failure to meet specifications/drawings, the Qualified Supplier will be asked to provide in writing to the Contracting Authority, within six (6) calendar days of the request, what corrective action will be taken to correct the current situation and what corrective action the Qualified Supplier will undertake to ensure that the problem does not occur in the future. If an incident occurs a second time for a problem that had previously occurred and corrective action was to be put in place by the Qualified Supplier, PWGSC may withdraw the Supply Arrangement with that supplier.

ii. Sanctions for non-response to requirements (invitations to tender), for not quoting services, submitting high prices or unreasonable delivery

If it is demonstrated that the Qualified Supplier is not responding to requirements (Invitations to Tender) or is not able to supply services that the Qualified Supplier identified it would supply in its offer to PWGSC, or is deliberately quoting a high price in order to avoid receiving a contract, or is providing unreasonable delivery dates/lead times:

- A notice stating the incident that has occurred will be sent to the Qualified Supplier;
- Where, in the opinion of the Minister's representative, the supplier's performance is not rectified pursuant to the written notice provided, PWGSC may withdraw the Supply Arrangement with the supplier in whole or in part.

3.12.3 Withdrawal of authorization to use the Supply Arrangement, for whatever reason, does not remove the right of PWGSC to pursue other measures that may be available.

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-----END SECTION 3 -----

SECTION 4 - EVALUATION OF REQUESTS FOR SUPPLY ARRANGEMENT

4.0 Evaluation criteria

Evaluations of RFSA's

Offerors must prepare and submit a technical proposal (RFSA) in accordance with the requirements set out below.

Evaluation procedure

The evaluation process comprises three (3) phases, as described below.

4.1 Phase 1 - MANDATORY CRITERIA

RFSA's will be reviewed to see if they meet the following **MANDATORY** criteria:

(a) Reference letters

Provide with the RFSA two (2) reference letters dated no earlier than January 1, 2010, from different clients confirming completion of construction projects involving office fit-ups, architectural renovation and electro-mechanical systems, worth at least \$500,000.00 (tax included) over the last ten (10) years (must be between December 2002 & today) (**see Annex A**).

For the purposes of this article, the term "client" does not include the parent company, subsidiaries or other affiliates of the tenderer, nor its subcontractors.

(b) Written consent

Written consent from the Offeror to deal with companies having a contractual relationship with PWGSC at 715 Peel Street, 4225 Dorchester Boulevard and 315 René-Lévesque West Boulevard in Montreal (**see Annex B**).

(c) Project manager(s)

Every project manager to be assigned to the project must have five (5) years' supervisory experience in construction within the past 10 years for projects valued at \$500,000.00 (tax included).

*Clearly demonstrate that the Offeror has in its service a project manager or project managers with the following skills to effectively supervise future construction projects. **Evidence of the project manager's experience in carrying out construction projects involving office fit-ups, architectural renovation and/or electro-mechanical systems valued at/over \$500K (tax included).***

- i. Provide evidence of the experience and satisfactory performance of the project manager(s) listed and quote one (1) project carried out in the last ten (10) years in which the project manager was responsible for work valued at \$500,000.00 or more (tax included). References must be verifiable.

For each reference or project quoted, the Offeror must fill out the form in **Annex C for each project manager reference**.

A minimum of one (1) project manager must be proposed. Any extra candidates proposed will not improve the score.

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ii. **A resumé for each project manager** must be included with the proposal.

(d) Superintendent(s)

Every superintendent assigned to the project must have five (5) years' supervisory experience in construction within the past 10 years for projects valued at \$500,000.00 (tax included).

*Clearly demonstrate that the Offeror has in its service a superintendent or superintendents with the skills required to effectively supervise future construction projects or that it can call on this superintendent. **Evidence of the superintendent's experience on jobs valued at \$500,000.00 or more (tax included).***

- i. Provide evidence of the experience and satisfactory performance of the superintendent(s) listed and quote one (1) project in the last ten (10) years in which the superintendent was responsible for work valued at \$500,000.00 or more (tax included). References must be verifiable.

For each reference or project quoted, the Offeror must fill out the **form in Annex D for each superintendent reference**. A minimum of one superintendent must be proposed. Any extra candidates proposed will not improve the score.

- ii. **A resumé for each superintendent** must be included with the proposal.

Requests for Supply Arrangement that fail to meet all the mandatory criteria will be deemed non-responsive.

Only RFSAs deemed to meet ALL the mandatory requirements will be evaluated for Phase 2, on the basis of the rated criteria.

4.2 Phase 2 - RATED CRITERIA

In Phase 2, responsive RFSAs (*those meeting all the mandatory requirements of Phase 1*) are evaluated and awarded points on four (4) rated criteria.

- 4.4.1 Management organization **(35 pts)**
- 4.4.2 Safety and health **(25 pts)**
- 4.4.3 Quality assurance **(30 pts)**
- 4.4.4 Sustainable development **(10 pts)**

The number of points awarded to technical proposals will be established on the basis of the evaluation criteria and weighting factors specified below. The final score represents 100% of the overall evaluation.

4.3 Threshold for each criterion

Requests for Supply Arrangement scoring less than 60% on any one criterion or less than 70% overall will be deemed non-responsive (see Section 5, Table 5.1).

4.4 LIST OF RATED EVALUATION CRITERIA

4.4.1 MANAGEMENT ORGANIZATION (35 pts)

What we are looking for

Evidence that the Offeror can provide all the resources needed to offer all the services sought.

Information and documents to accompany the RFSA to assist in evaluating this criterion:

1. Offeror's general organization (6 pts)

- a) The Offeror must demonstrate that its organization possesses the necessary administrative and technical resources to carry out projects of the projected magnitude. **(3 pts)**
- b) The Offeror must demonstrate how its organization will enable it to successfully carry out future work in conformity with project cost, schedule, quality and other requirements. **(3 pts)**

2. Offeror organization Chart (6 pts)

The Offeror must provide a chart showing the names of all key personnel, in particular project managers and superintendents, with their titles and duties, as well as descriptions of their duties within the organization and their years of service with the Offeror.

3. Description of the methods the Offeror intends to use to supervise, monitor and manage the key personnel to ensure that the work and project requirements are met (schedule planning and control, cost planning and control, quality planning and control). **(10 pts)**

4. Risk Management System (7 pts)

- a) The Offeror must demonstrate its ability to identify risks related to the execution of the anticipated types of projects, and to develop mitigation measures compatible with the project objectives. **(4 pts)**
- b) The Offeror must demonstrate its ability to simultaneously and proactively manage and coordinate several subcontractors or several minor projects worth \$500K or more. **(3 pts)**

5. Conflict management and resolution system (6 pts)

Description of the Offeror's procedures for solving problems on the work site. Give examples of situations where conflicts were properly managed and solved in similar projects.

4.4.2 SAFETY & HEALTH (25 pts)

Context

Each project under the SA must be carried out in accordance with the work site safety and health provisions spelled out in Section 8 of the present document. Where there exist specific hazards at the work site not covered by these provisions, one or more detailed clauses may be added to the specifications.

However, for the purposes of this Arrangement, evaluation of this criterion will be based mainly on experience, organization and stringency of management with respect to all aspects of safety and health.

What we are looking for

Offerors that are proactive in matters of workplace safety and health. Offerors must provide the Evaluation Committee with explicit and relevant information by which to appraise and rate their management performance on each of the factors evaluated. Points will be awarded on the basis of the Offeror's management of safety and health issues. The following items will assist in assessing management in this area.

Factors evaluated

1. Senior management's commitment to safety and health (11 pts)
 - i. Costs as a percentage of payroll for every specialty (provide details of actual rates paid by comparison with CSST rates for the industry). **(2 pts)**
 - ii. Corporate approach to safety and health management (e.g., proof of participation in a mutual association, hiring of safety and health staff). **(3 pts)**
 - iii. Official Corporate policy known to all employees and managers. Provide a copy of the policy and explain the application process and integration into the execution of a project. **(3 pts)**
 - iv. Employees trained in safety and health; provide the names of employees, including key personnel trained, and titles of courses taken. **(3 pts)**
2. Safety and health responsibilities defined (10 points)
 - i. Provide minutes of the latest safety and health committee meetings. **(2 pts)**
(Pages are excluded from the total page count)
 - ii. Identify specific action taken by senior management, other than employee training, to improve health and safety. **(2 pts)**
 - iii. Implementation of a prevention plan and describe each of the following **(4 pts)**:
 - a) Organization chart of Safety & Health responsibilities
 - b) First-aid standards
 - c) Identification of risks on construction sites
 - d) Identification of risks related to each task (including preventive measures and application procedures)
 - e) Training required
 - f) Procedure in case of accident/injury
 - g) Written commitment by all stakeholders to comply with the prevention program
 - iv. Provide an inspection grid based on preventive measures. **(2 pts)**

3. Management of work-related accidents (4 pts)

The Offeror must

- i. Describe its investigation mechanisms. (2 pts)
- ii. Describe its accident prevention feedback mechanisms. (1 pt)
- iii. Describe its administrative response mechanisms, including its temporary assignment policy. (1 pt)

4.4.3 QUALITY ASSURANCE (30 pts)

What we are looking for

Demonstration that the Offeror will strictly comply with quality standards.

1. Offeror's commitment to ensuring quality services. (12 pts)

a) Description of quality control policy and objectives. The Offeror must provide a copy of its Quality Policy and explain how said policy is applied and integrated into a construction project. (5 pts)

b) Diagram of the quality plan, specifying interactions, practices and means used and the sequence of activities and processes. This diagram must demonstrate the quality control system on the construction site and the corresponding follow-up in the office. (7 pts)

2. Offeror's procedures for maintaining and improving service quality by demonstrating which measures will be implemented to satisfy PWGSC including, but not limited to, the following requirements. (18 pts)

Points to be allotted based on the quality of procedures and the quality offered by the Offeror:

- Meeting deadlines
- Ensuring work quality
- Complying with drawings and specifications
- Maintaining a neat construction site and disposing of waste
- Being environmentally responsible
- Ensuring safety and health on the construction site
- Maintaining client operations while the work is being carried out with a minimum of impact
- Producing reliable minutes of construction site meetings and ensuring follow-up
- Clearly describing each person's roles and responsibilities
- Negotiating in good faith any changes to the scope of the work

4.4.4 SUSTAINABLE DEVELOPMENT (10 pts)

What we are looking for

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An Offeror that demonstrates initiative with respect to sustainable development by having carried out projects in this area and providing examples.

Since 1987, the Canadian government has implemented a series of measures to ensure that sustainable development principles are incorporated into all federal agency policies. PWGSC has developed its own strategy for conserving our natural resources by guaranteeing the sustainable use of renewable resources and efficient use of non-renewable resources through, without being limited to, the following actions:

- Choosing interior finishes made of recycled materials
- Requiring electrical and mechanical components that conserve energy
- Adopting a construction waste management plan that promotes recycling of construction materials, such as cables, glass, steel, plastic, cardboard, wood and plumbing fixtures.

Within such a context, the Offeror should describe those of its initiatives that comply with the PWGSC Sustainable Development Strategy:

1. Waste management: Offeror's initiatives in terms of waste management plan (treatment, recuperation, safe disposal, etc.). **(3 pts)**
2. Energy and water savings: Offeror's initiatives in terms of energy and water savings. **(3 pts)**
3. Recycled materials: Offeror's initiatives in terms of using recycled materials in construction and restoration projects. **(3 pts)**
4. Environmental policy: Offeror has an Environmental Policy (provide a copy of the policy). **(1 pt)**

4.5 Phase 3 - SECURITY REQUIREMENTS

- a) An Offeror that has all the required security clearances stated in Section 6 - *Security Requirements* or that is in the process of obtaining them must provide either a copy of all security certifications, certification numbers or evidence of forms submitted to obtain them.
- b) An Offeror that does not have all the required security clearances stated in Section 6 - *Security Requirements* will have to be sponsored by PWGSC and obtain its security clearance before being able to bid on a specific project under this supply arrangement.

There is no specific time frame associated with processing and obtaining security clearances. The process could take up to a year.

To be issued a Supply Arrangement, the Offeror must meet all security requirements as described in Section 6.

An Offeror can become a Qualified Supplier only when it holds a valid designated organization screening (DOS) as mentioned in Section 6 - Security Requirements.

At least three (3) Qualified Suppliers must have their DOS in order for PWGSC to use this Supply Arrangement.

----- END SECTION 4 -----

SECTION 5 - SELECTION METHODOLOGY

Requests for Supply Arrangement will be evaluated under the mandatory criteria (Phase 1), the rated criteria (Phase 2, see Table 5.1) and the security requirements (Phase 3).

RFSAs that fail to meet all the mandatory criteria will be deemed non-responsive.

RFSAs that do not receive a minimum score of 60% for one of the rated criteria and a total score of 70% overall will be deemed non-responsive (see Table 5.1).

To be issued a Supply Arrangement, the Offeror must meet all security requirements as described in Section 6 - *Security Requirements*.

To become a Qualified Supplier, the Offeror must hold a valid designated organization screening (DOS), as specified in Section 6 - *Security Requirements*.

An Offeror becomes a Qualified Supplier when it meets the mandatory criteria (Phase 1) and the rated criteria (Phase 2) and has a valid designated organization screening (DOS), as specified in Section 6 - *Security Requirements* (Phase 3).

TABLE 5.1: MINIMUM SCORE FOR EACH CATEGORY OF CRITERIA

Categories	Maximum Score (A)	Score Obtained (B)	Minimum Score per Criterion (C)
4.4.1. Management Organization	35		21/35
4.4.2. Safety and Health	25		15/25
4.4.3. Quality Assurance (QA)	30		18/30
4.4.4. Sustainable Development	10		6/10
TOTAL SCORE	100	___/100	70/100

Important: Only the Offerors whose Requests for Supply Arrangement meet the mandatory criteria, obtain a minimum score of 60% per rated criterion and the minimum score of 70% overall, and meet all security requirements may be awarded a Supply Arrangement.

----- END SECTION 5 -----

SECTION 6 - SECURITY REQUIREMENTS

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # EF245-132395

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written consent of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the
 - (a) Security Requirements Check List and security directive (if applicable),
 - (b) Industrial Security Manual (Latest Edition).

----- END SECTION 6 -----

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SECTION 7 - MODEL INVITATION TO TENDER - CALL FOR TENDERS

INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

CLAUSES REFERRED TO BY NUMBER (I.E. R2890D) CAN BE FOUND AT THE FOLLOWING WEB SITE

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LIMITATION OF LIABILITY

PWGSC is limiting the Contractor's first party liability for work in Low Rise, High Rise and Heritage Buildings. See changes to GC1.6 "Indemnification by the Contractor" of R2810D in the Supplementary Conditions.

Inclure le texte suivant lorsque la R2910D est modifiée aux Conditions supplémentaires: INSURANCE TERMS

The Insurance Terms for this solicitation are amended. Refer to the Supplementary Conditions.

ASPHALT CEMENT PRICE ADJUSTMENT

This solicitation includes a price adjustment clause for asphalt cement. Refer to the Supplementary Conditions.

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SI07	Bid Validity Period
SI08	Construction Documents
SI09	Security Clearance
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SI11	Web Sites

GENERAL INSTRUCTIONS TO BIDDERS (GI) - R2710T (2012-11-19)

The following GI's are included by reference and are available at the following Web Site

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

GI01	Code of Conduct and Certification - Bid
GI02	Completion of Bid
GI03	Identity or Legal Capacity of the Bidder
GI04	Goods and Services Tax/Harmonized Sales Tax
GI05	Quebec Sales Tax
GI06	Capital Development and Redevelopment Charges
GI07	Registry and Pre-qualification of Floating Plant
GI08	Listing of Subcontractors and Suppliers
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APPENDIX 1 - COMBINED PRICE FORM

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APPENDIX 2 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 BID DOCUMENTS

1. The following are the bid documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Bidders;
 - c. General Instructions to Bidders R2710T (2012-11-19);
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendice(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in G116 of R2710T "General Instructions to Bidders", enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI03 [MANDATORY] SITE VISIT

There will be a site visit on [date] at [time]. Interested bidders are to meet at [location of site visit].

[Specify if mandatory health and safety protection is to be worn by visitors]

The site visit for this project is MANDATORY. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by Bidders who have not signed the attendance sheet will not be accepted.

SI04 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with GI11 of R2710T "General Instructions to Bidders". The facsimile number for receipt of revisions is (514) 496-3822.

SI05 BID RESULTS

1. A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" for the receipt of bids shortly after the time set for solicitation closing.
2. Following solicitation closing, bid results may be obtained by calling at (514) 496-3388.

SI06 INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

SI07 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI07 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. of SI07 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI12 of R2710T "General Instructions to Bidders".

SI08 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of _____(), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

SI09 SECURITY CLEARANCE

This document contains a mandatory security requirement for the performance of the subsequent contract (refer to clause SC01 of the Supplementary Conditions included herein).

1. **At bid closing, the Bidder must hold a valid** Designated Organization Screening (DOS) as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.
3. For any enquiries concerning the project security requirement, during the bidding period, the Bidder must follow the instructions as detailed in SI02 "Enquiries during the Solicitation Period" . Additional information on PWGSC security can also be found on the following web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> or by dialling 1-866-368-4646 (Toll free)

SI10 TRANSMISSION OF THE BID BY FACSIMILE OR EMAIL

Bids transmitted by facsimile or email are not accepted.

SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appl>

Contracts Canada (Buy and Sell) <https://www.achatsetventes-buyandsell.gc.ca/eng/welcome>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Bid Bond (form PWGSC-TPSGC 504) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

Labour and Material Payment Bond (form PWGSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Certificate of Insurance (form PWGSC-TPSGC 357)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Schedules of Wage Rates for Federal Construction Contracts

http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

<Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)

<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written consent of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the
 - (a) Security Requirements Check List and security directive (if applicable),
 - (b) Industrial Security Manual (Latest Edition).

SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
 - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence. as referred to in the in the insurance requirements of the Contract .
 - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.

4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 INSURANCE TERMS

SC04 ASPHALT CEMENT PRICE ADJUSTMENT

1. The price of asphalt cement incorporated into hot mix asphalt shall be adjusted for each month in which paving occurs when the price index for that month differs by more than 5% from the price index for the month prior to bid closing. The price adjustment shall be calculated in accordance with the applicable price adjustment formula of paragraph 2..
2. Price Adjustment formulae:
 - a. When the price index, for the month in which paving occurs, is higher than 105% of the price index for the month prior to bid closing, Canada shall pay the Contractor a compensation of:
(Example based on a 5% increase)
 $PA = (IM - 1.05 IB) \times \text{quantity of asphalt cement in tonnes}$
 - b. When the price index, for the month in which paving occurs, is less than 95% of the price index for the month prior to bid closing, Canada shall deduct an amount from the monthly payment to the Contractor of:
(Example based on a 5% decrease)
 $PA = (.95IB - IM) \times \text{quantity of asphalt cement in tonnes}$

PA = payment adjustment for asphalt cement, in dollars

IB = asphalt cement price index for the month prior to bid closing

IM = asphalt cement price index for the month in which paving occurs

The price index shall be the Asphalt Cement Price Index published monthly by the Ontario Ministry of Transportation (MTO) in the Contract Bulletin displayed on the MTO Web site www.raqs.mto.gov.on.ca. This price index shall be used to calculate the adjustment per tonne of all grades of asphalt cement accepted into the Work.

3. For each month in which a payment adjustment is made, Canada shall use the fixed asphalt cement content of the final job mix formula to determine the asphalt cement quantity that is used.
4. The payment adjustments shall be made on the monthly Request for Progress Payment form for the months in which hot mix paving occurs.

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CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1 General Provisions	R2810D	(2012-11-19)
GC2 Administration of the Contract	R2820D	(2012-07-16);
GC3 Execution and Control of the Work	R2830D	(2010-01-11);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2850D	(2010-01-11);
GC6 Delays and Changes in the Work	R2860D	(2012-07-16);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2880D	(2012-07-16);
GC9 Contract Security	R2890D	(2012-07-16);
GC10 Insurance	R2900D	(2008-05-12);
Supplementary Conditions		
Insurance Terms	R2910D	(2008-12-12);
Fair Wages and Hours of Labour - Labour Conditions	R2940D	(2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);
 - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:
http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.
4. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

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BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ _____ excluding GST/HST.
(amount in numbers)

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **TOTAL BID AMOUNT INDICATED IN APPENDIX 1.**

BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of [_30_] days following the date of solicitation closing.

BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

BA06 CONSTRUCTION TIME

The Contractor shall perform and complete the Work within [_____] weeks from the date of notification of acceptance of the offer.

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BA07 BID SECURITY

The Bidder is enclosing bid security with its bid in accordance with GI09 - Bid Security Requirements of R2710T - General Instructions to Bidders.

BA08 SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

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APPENDIX 1 - COMBINED PRICE FORM (1 page)

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

LUMP SUM AMOUNT (LSA) Excluding GST / HST

UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
TOTAL EXTENDED AMOUNT (TEA) Excluding GST / HST						

TOTAL BID AMOUNT

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TOTAL BID AMOUNT (LSA +TEA) Excluding GST / HST

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APPENDIX 2 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER

NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

SURNAME	NAME	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

----- END SECTION 7 -----

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SECTION 8 - WORK SITE HEALTH AND SAFETY

Health and safety requirements on construction sites will be included in the plans and specifications for each resulting contract. These requirements will be described in a specification section bearing the number "01 35 29.06 Health and Safety." This section will be a version of the generic version that has been adapted to the particularities of the resulting contract. The generic version is reproduced in **Annex E - National Master Specification (NMS) Section 01 35 29.06 Health and Safety Requirements**.

----- END SECTION 8 -----

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SECTION 9 - CONTRACTOR'S ORIENTATION GUIDE

During the performance of the resulting contract, Qualified Suppliers must comply with the contractors' orientation guide entitled Execution of Work and Orientation Protocol for Contractors presented in **Annex F**.

----- END SECTION 9 -----

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ANNEX A - SAMPLE REFERENCE LETTER

Message to the Client: the project presented by the bidder must comply with the following requirements:

1. *Project carried out for a government, para-governmental, institutional, commercial or industrial client,*
2. *Project whose initial value was at least \$500,000.00 per building (tax included),*
3. *Project completed within the last ten (10) years,*

This hereby confirms that the following contractor:

performed the work for the following project: _____

This project meets all of the above requirements. The specified work was delivered to our satisfaction, in accordance with the terms and conditions of the contract on time and one budget .

Summary of work done on project:

*Client Name
(Block Letters)*

Title

Signature

Company Name

Telephone

Date

Initial Contract Value (tax included)

Final Contract Value (tax included)

Original Expected Contract Completion Date

Solicitation No. - N° de l'invitation

EF245-132395/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-2-35256

Buyer ID - Id de l'acheteur

mtc250

Client Ref. No. - N° de réf. du client

EF245-13-2395

CCC No./N° CCC - FMS No/ N° VME

Actual Contract Completion Date

Solicitation No. - N° de l'invitation

EF245-132395/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc250

Client Ref. No. - N° de réf. du client

EF245-13-2395

File No. - N° du dossier

MTC-2-35256

CCC No./N° CCC - FMS No/ N° VME

ANNEX B
OFFEROR'S CONSENT

The Offeror hereby certifies its consent to deal with companies that have a contractual relationship with PWGSC for the duration of the Supply Arrangement at the locations specified in the SA, Section 3, para 3.4, Work site.

Offeror's Name: _____
(Block Letters)

Representative: _____
Name (Block Letters) Title

Signature: _____ Date: _____
(yyyy/mm/dd)

Solicitation No. - N° de l'invitation
EF245-132395/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
mtc250

Client Ref. No. - N° de réf. du client
EF245-13-2395

File No. - N° du dossier
MTC-2-35256

CCC No./N° CCC - FMS No/ N° VME

ANNEX C
PROJECT MANAGER REFERENCE

The Offeror must submit the following information for each quoted reference.

i. Name of the proposed Project Manager: _____

ii. Client name: _____
(Department/Business Name)

Client contact

iii. Name: _____ Title: _____

iv. Phone: _____ Email: _____

Project or Contract

Project or contract title: _____

v. Address: _____

vi. Value of project or contract: _____

vii. Date & duration of completion of the work (month & year): _____

viii. Description of project or contract: _____

ix. Responsibilities:

Solicitation No. - N° de l'invitation
EF245-132395/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
mtc250

Client Ref. No. - N° de réf. du client
EF245-13-2395

File No. - N° du dossier
MTC-2-35256

CCC No./N° CCC - FMS No/ N° VME

ANNEX D
PROJECT SUPERINTENDENT REFERENCE

The Offeror must submit the following information for each quoted reference.

i. Name of the proposed superintendent: _____

ii. Client name: _____
(Department/Business Name)

Client contact

iii. Name: _____ Title: _____

iv. Phone: _____ Email: _____

Project or Contract

Project or contract title: _____

v. Address: _____

vi. Value of project or contract: _____

vii. Date & duration of completion of the work (month & year): _____

viii. Description of project or contract: _____

ix. Responsibilities: _____

ANNEX E

Part 1 General

1.1 SECTION INCLUDES

- .1 Contractor shall manage his operations so that safety and security of the public and of site workers always take precedence over cost and scheduling considerations.

1.2 REFERENCES

- .1 Canada Labour Code - Part II, Canadian Occupational Safety and Health Regulations.
- .2 Canadian Standards Association (CSA)
- .3 Workplace Hazardous Materials Information System (WHMIS)
- .4 Act Respecting Occupational Health and Safety, R.S.Q. Chapter S-2.1.
- .5 Construction Safety Code, S-2.1, r.6.

1.3 SUBMITTALS

- .1 Submit the documents required according to section (_____) (Documents and samples to be submitted).
- .2 Submit to Departmental Representative, [the CSST] [the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction)] the site-specific safety program, as outlined in 1.8 at least 10 days prior to start of work. The Contractor must review his program during the course of the project if any change occurs in work methods or site conditions. The Departmental Representative may, after receiving the program or at any time during the project, ask the Contractor to update or modify the program in order to better reflect the reality of the construction site and activities. The Contractor must make the required changes before work begins.
- .3 Submit to Departmental Representative the site inspection sheet, duly completed, at the intervals indicated in 1.13.1.
- .4 Submit to Departmental Representative within 24 hours a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- .5 Submit to Departmental Representative within 24 hours an investigation report for any accident involving injury and any incident exposing a potential hazard.
- .6 Submit to Departmental Representative all safety data sheets for hazardous material to be used at the site at least three days before they are to be used.

- .7 Submit to Departmental Representative copies of all training certificates required for application of the safety program, in particular:
 - .1 General construction site safety and health courses;
 - .2 Safety officer attestations;
 - .3 First aid in the workplace and cardiopulmonary resuscitation;
 - .4 Work likely to release asbestos dust;
 - .5 Work in confined spaces;
 - .6 Lockout procedures;
 - .7 Wearing and fitting of individual protective gear;
 - .8 forklift truck;
 - .9 positioning platform;
 - .10 Any other requirement of Regulations or the safety program.
- .8 Medical examinations : Wherever legislation, regulations, directives, specification or a safety program require medical examinations, Contractor must:
 - .1 Prior to start-up, submit to Departmental Representative certificates of medical examination for all concerned supervisory staff and employees who will be on duty when the site opens.
 - .2 Thereafter, submit without delay certificates of medical examination for any newly hired concerned personnel as and when they start work at the site.
- .9 Emergency plan : The emergency plan, as defined in 1.8.3, shall be submitted to Departmental Representative at the same time as the site-specific safety program.
- .10 Notice of site opening : Notice of site opening shall be submitted to the Commission *de la santé et de la sécurité du travail* before work begins . A copy of such notice shall be submitted to Departmental Representative at the same time and another posted in full view at the site. During demobilization, a notice of site closing shall be submitted to the CSST, with copy to Departmental Representative.
- .11 Plans and certificates of compliance : Submit to the CSST and to Departmental Representative a copy signed and sealed by engineer of all plans and certificates of compliance required pursuant to the Construction Safety Code (S-2.1, r. 6), or by any other legislation or regulation or by any other clause in the specifications or in this contract. Copies of these documents must be on hand at the site at all times.
- .12 Certificate of compliance delivered by the CSST: The certificate of compliance is a document delivered by the CSST confirming that the contractor is in rule with the CSST, i.e. that he had pay out all the benefits concerning this contract. This document must be delivered to Departmental Representative at the end of the work.

1.4 HAZARDS ASSESSMENT

- .1 The contractor must identify all hazards inherent in each task to be carried out at the site.
- .2 The contractor must plan and organize work so as to eliminate hazards at source or promote mutual protection so that reliance on individual protective gear can be kept to a minimum. Where individual protection against falling is required, workers shall use safety

harness that meets standard Can - CSA- Z-259.10 - M90. Safety belts shall not be used as protection against falling.

- .3 Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed.
- .4 All mechanical equipment shall be inspected before delivery to the site. Before using any mechanical equipment, submit to Departmental Representative a certificate of compliance signed by a qualified mechanic. Whenever he suspects a defect or accident risk, Departmental Representative may at any time order the immediate shut-down of equipment and require a new inspection by a specialist of his own choosing.
- .5 For use of equipment for lifting persons or materials, ensure that the inspections required by the standards are met and be able to provide a copy of certificates of inspection upon request of Representative of the Ministry.

1.5 MEETINGS

- .1 Contractor decisional representative must attend any meetings at which site safety and health issues are to be discussed
- .2 Set up a site safety committee, and convene meetings every in accordance with the Construction Safety Code (S-2.1, r.6).

1.6 LEGAL AND REGULATORY REQUIREMENTS

- .1 Comply with all legislation, regulations and standards applicable to the site and its related activities.
- .2 Comply with specified standards and regulations to ensure safe operations at site containing hazardous or toxic materials.
- .3 Regardless of the publication date shown in the construction safety code, always use the most recent version.

1.7 SITE-SPECIFIC CONDITIONS

- .1 At the site, the contractor must take account of the following specific conditions:
 - .1 .
 - .2 .

1.8 SAFETY AND HEALTH MANAGEMENT

- .1 Acknowledge and assume all the tasks and obligations which customarily devolve upon a principal Contractor under the terms of the Act Respecting Occupational Health and Safety (R.S.Q., chapter S-2.1) and the Construction Safety Code (S-2.1, r.6).

- .2 Develop a site-specific safety program based on the hazards identified and apply it from the start of project work until close-out is completed. The safety program must take account of all information appearing in 1.7 and must be submitted to all parties concerned, in accordance with the provisions set forth in 1.3. At a minimum, the site-specific safety program must include :
 - .1 Company safety and health policy.
 - .2 A description of the work, total costs, schedule and projected workforce curve.
 - .3 Flow chart of safety and health responsibility.
 - .4 The physical and material layout of the site.
 - .5 First-aid and first-line treatment standards.
 - .6 Identification of site-specific hazards.
 - .7 Risk assessment for the tasks to be carried out, including preventive measures and the procedures for applying them.
 - .8 Training requirements.
 - .9 Procedures in case of accident/injury
 - .10 Written commitment from all parties to comply with the prevention program.
 - .11 A site inspection schedule based on the preventive measures.

- .3 The contractor must draw up an effective emergency plan based on the characteristics and constraints of the site and its surroundings. Submit the emergency plan to all parties concerned, pursuant to the provisions of 1.3. The emergency plan must include:
 - .1 Evacuation procedure;
 - .2 Identification of resources (police, firefighters, ambulance services, etc.);
 - .3 Identification of persons in charge at the site;
 - .4 Identification of those with first-aid training;
 - .5 Training required for those responsible for applying the plan;
 - .6 Any other information needed, in the light of the site characteristics.

1.9 RESPONSIBILITIES

- .1 No matter the size of the construction site or how many workers are present at the workplace, designate a competent person to supervise and take responsibility for health and safety. Take all necessary measures to ensure the health and safety of persons and property at or in the immediate vicinity of the site and likely to be affected by any of the work.

- .2 Take all necessary measures to ensure application of and compliance with the safety and health requirements of the contract documents, applicable federal and provincial regulations and standards as well as the site-specific safety program, complying without delay with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.

- .3 Take all necessary measures to keep the site clean and in good order throughout the course of the work

1.10 COMMUNICATIONS AND POSTING

- .1 Make all necessary arrangements to ensure effective communication of safety and health information at the site. As they arrive on site, all workers must be informed of their rights and obligations pertaining to the site specific safety program. The Contractor must insist on their right to refuse to perform work which they feel may threaten their own health, safety or physical integrity or that of other persons at the site. The Contractor must keep and update a written record of all information transmitted with signatures of all affected workers.
- .2 The following information and documents must be posted in a location readily accessible to all workers:
 - .1 Notice of site opening;
 - .2 Identification of principal Contractor;
 - .3 Company OSH policy;
 - .4 Site-specific safety program;
 - .5 Emergency plan;
 - .6 Data sheets for all hazardous material used at the site;
 - .7 Minutes of site committee meetings;
 - .8 Names of site committee representatives;
 - .9 Names of those with first-aid training;
 - .10 Action reports and correction notices issued by the CSST.

1.11 UNFORESEEN CIRCUMSTANCES

- .1 Whenever a source of danger not defined in the specifications or identified in the preliminary site inspection arises as a result of or in the course of the work, immediately suspend work, take appropriate temporary measures to protect the workers and the public and notify Departmental Representative, both verbally and in writing. Then the Contractor must modify or update the site specific safety program in order to resume work in safe conditions.

1.12 HEALTH/SAFETY/HYGIENE/ENVIRONMENTAL SPECIALISTS

- .1 As soon as work starts, hire [] safety officer(s), pursuant to the provisions of sections 2.5.3 and 2.5.4 of the Construction Safety Code (S-2.1, r. 6) and give him/her/them the necessary authority to carry out the duties of this position, including authority to stop work on safety and health grounds.
- .2 As of [enter time], hire a qualified person whose duties will be to ensure compliance with and application of all legislation, regulations and standards and all contractual requirements pertaining to [specify area of expertise].
- .3 Provide this person with the authority, resources and tools needed for performance of his/her duties.
- .4 The person selected shall meet the following requirements:
 - .1 []
 - .2 []

- .5 The person selected shall:
 - .1 have in-depth knowledge of legislation and regulations applicable to the site pertaining to (specify area of expertise).
 - .2 develop and disseminate a safety orientation program for all site workers.
 - .3 ensure that no worker is admitted to the site without having taken the safety orientation program and met all the training requirements of the applicable legislation and the site-specific safety program.
 - .4 inspect the work and ensure compliance with all regulatory requirements and those of the contract documents or the site-specific safety program.
 - .5 keep a daily log of actions taken and submitting a copy to Departmental Representative each week.

1.13 INSPECTION OF SITE AND CORRECTION OF HAZARDOUS SITUATIONS

- .1 Inspect the work site and complete the site inspection sheet at least once (specify frequency).
- .2 Immediately take all necessary measures to correct any lapses from legislative or regulatory requirements and any hazards identified by a government inspector, by the Departmental Representative, by the site safety and health coordinator or during routine inspections.
- .3 Submit to Departmental Representative written confirmation of all measures taken to correct lapses and hazardous situations.
- .4 Give the safety officer or, where there is no safety officer, the person assigned to safety and health responsibilities, full authority to order interruption and resuming of work as and when deemed necessary or desirable in the interests of safety and health. This person should always act so that the safety and health of the public and site workers and environmental protection take precedence over cost and scheduling considerations.
- .5 Without limiting the scope of sections 1.8 and 1.9, Departmental Representative may order cessation of work if, in his/her view, there is any hazard or threat to the safety or health of site personnel or the public or to the environment.

1.14 BLASTING

- .1 Blasting and other use of explosives are forbidden unless authorized in writing by Departmental Representative.
 - .2 Any operation involving explosives must be carried out under the supervision of a qualified shot firer.
 - .3 The purchase, carriage, storage and use of explosives must comply with all applicable federal and provincial legislation:
 - .1 Canada: Explosives Act (E-17)1, Explosives Regulations (C.R.C. CH. 599), Standard for Storage of Blasting Charges and Detonators, Transportation of Dangerous Goods Act and Regulations.
-

- .2 Quebec: Explosives Act (E-22), Explosives Regulations (E-22, r.1), Safety Code for the Construction Industry (S-2.1, r.6), Transportation of Dangerous Goods Regulations.
- .4 Contractor shall obtain all permits required pursuant to the legislation and regulations referred to above and keep copies on hand at the site.
- .5 Contractor shall facilitate inspection of the site, stored explosives and vehicles used to transport explosives by any government representatives or police officers whose jurisdiction encompasses explosives.

1.15 POWDER ACTUATED DEVICES

- .1 Use of power hammers and other explosive-actuated devices must be authorized by Departmental Representative.
- .2 Any person using a power hammer shall hold a training certificate and meet all requirements of Section 7 of the Construction Safety Code (S-2.1, r. 6).
- .3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations

1.16 LOCK OUT

- 1. For every work on energized equipment or equipment that may be started accidentally, the Contractor shall draw up and implement a lockout procedure and complete the Request for Electrical Isolation Form provided by the Manager in Charge of Worksite.

Although the hereunder list is not exhaustive, here are some examples for which the use of the form is obligatory:

- 1) main building power feeders
 - 2) feeder supply panels and sub-panels
 - 3) bus ducts
 - 4) motor control centres
 - 5) emergency power circuits
 - 6) fire alarm and fire protection equipment
 - 7) mechanical protective equipment
 - 8) alarm circuit for building services, including all heating, ventilating and air conditioning equipment
 - 9) circuits supplying more than one (1) piece of equipment
 - 10) circuits affecting one (1) single piece of equipment used in a cooling or heating system.
- 2. Notwithstanding the previous paragraphs, the Contractor shall, in emergency situation, receive an oral guarantee of isolation of the Manager in Charge of Worksite and immediately countersign the request of electrical isolation.
 - 3. The procedure requested at paragraph 1 must comply with the principles listed in the "*Le cadenassage*" pamphlet published by the *Association paritaire pour la santé et la sécurité du travail secteur construction (ASP Construction)*.

4. Supervisors and all workers concerned must have followed ASP Construction's "*Les techniques de cadenassage*" course [(514 355-6190 or 1 800 361-2061)] or an equivalent course given by another firm.
5. Identify every work that must absolutely be done on live equipment and establish the safety measures that will be applied, including the personal protective equipment and complete a work permit for live equipment.

NOTE : Lors de l'octroi de contrats via le présent arrangement en matière d'approvisionnement, il est possible que d'autres exigences en matière de santé et de sécurité s'ajoutent aux exigences ci-dessus, selon la nature des travaux à réaliser dans ces contrats (ex : exigences particulières pour le travail en espaces clos, pour l'installation d'échafaudages, etc.).

END OF SECTION

ANNEX F

EXECUTION OF WORK AND ORIENTATION PROTOCOL FOR CONTRACTORS

The purpose of this “orientation handbook” is to inform contractors and sub-contractors who are leading construction activities in our building of the procedures and protocols to be followed before starting work. Contractors must then in turn explain to their employees and sub-contractors the information in this document. They must also submit their own “orientation” (concerning the project or work site) as well as a risk assessment before starting construction.

This handbook may be amended from time to time by the building manager.

Important telephone numbers:

			Telephone	Fax
Pierre Boucher	PWGSC	Property Manager	514-283-4133	514-283-4477
Catherine Leduc	PWGSC	Projects Officer	514-283-8008	514-283-4477
Robert Raymond	PWGSC	Technical Advisor	514-283-2883	514-283-3499
Jocelyne Verrette	PWGSC	Officer, Building Services	514-283-5095	514-283-4477
Security Service for 715 Peel			514-283-7644	
National Service Call Centre			1-800-463-1850	
Emergency services		Police-Ambulance-Fire	9-1-1	

For more information, the security desk is located on the ground floor, at the entrance of 715 Peel.

Service must not be interrupted without pre-authorization

Seventy-two hours’ pre-authorization is required to bypass or interrupt the following systems: fire alarm, any active system related to the Life Safety System; mechanical or electrical, ventilation or air conditioning systems.

Welding, piercing holes, using heavy and noisy equipment and interrupting service (water, electricity, etc.) without authorization are strictly prohibited.

RULES AND PROCEDURES FOR 715 PEEL

The PWGSC property manager and the tenant clients have agreed on the rules and procedures that apply to any individual or company that carries out construction inside and/or outside the building. This list is not limited to the items mentioned and may be subject to change without prior notice.

GENERAL INFORMATION

Work sheet

As far as possible, that is during business hours or when they are available, only employees of PWGSC is authorized to sign work sheet of contractors. If no employee of PWGSC is available or outside working hours, employees of the Corps Canadien des Commissionaires are authorized to sign the work sheets.

Building access

Except for regular maintenance already planned or for urgent repairs, an access request shall be completed by the project manager and given to the head of the building’s security detachment 48 hours

before the start of work. The following information is required: name of the contractor involved, name and emergency telephone number for the on-site project authority or individual in charge, names of all employees working on the contract, and the work start and end times.

Contractors who hold a Designated Organization Screening (DOS) must present a copy of the screening certificate to the head of security for all workers who require access to the building.

In addition, for some areas of the building, tenant clients may have enhanced security requirements. The Access to Facilities (3318) form must be completed and signed by all workers who require access to these areas. Five working days may be required before authorization to access the premises is granted. In other cases, the tenants will conduct a level 2 secret security screening. Forms 330-23E and 330-60E will be used for this purpose. This process may require up to 6 months.

Provision should also be made for guard needs (security escort) in all areas of the building.

Please note that contractors and sub-contractors must respect the schedule issued and may not present themselves outside of prescribed hours, to access the building whenever they want, without the authorization of the PWGSC project manager or management.

Security and IDs

All employees working on the site must register at the security desk upon arrival. Identification cards issued by the building's security department must be visible at all times. They must be returned when employees leave. The attendance list, working hours, names and telephone numbers of contractors or their representatives working at 715 Peel are given daily to the project manager for the purpose of making observations regarding the projects and sites.

Work hours

The hours of work of employees in the building are from 7 a.m. to 5 p.m., Monday to Friday. However, please note that some departments work 24 hours a day.

Except for regular maintenance already planned or for urgent repairs, the project manager must receive the work request at least 48 hours in advance. This request must include: work schedule (planned start and end time), labour and floors involved and planned disconnections (see the paragraph on service interruptions). Work schedules must be approved by the project manager in charge, with the agreement of the real property co-ordinator or the team leader.

Garage access

The garage can be accessed through garage door No. 1 on Saint-Antoine Street, near Peel Street. The overhead clearance of the garage is 3.25 metres.

Loading dock and deliveries

The loading dock must be used solely for delivering or loading equipment. It is accessible 24 hours a day. Building employees and clients have priority. All security measures must be observed during its use. All deliveries must be made through the loading dock. Since a security officer must be on the premises while the dock is being used for work done on weekends or during silent hours, contact the project manager 48 hours in advance to make arrangements.

Elevator

A freight elevator is available for use with the project manager's authorization. The maximum height is 7'4", the width 5'8" and the depth 10'. Building clients and employees have priority. Heavy use (e.g. major move) must be reported 48 hours in advance. Users must observe operating standards and prescribed capacities.

Health and safety

All workers must conform to legal health and safety requirements in accordance with the Quebec Safety Code for the Construction Industry and the Quebec *Act Respecting Occupational Health and Safety*

(CSST) and to any other additional requirements indicated in the work specifications. The project manager and/or project officer will inspect the job site throughout the work. Observation reports will be filed in each contractor's performance record.

Work in confined spaces

Any work in confined spaces must be carried out by employees who have been trained to work in confined spaces. Contractors must submit their work procedures and a permit must be issued by a PWGSC representative before the start of work; the said permit must be signed by workers and supervisors entering into type 2 and type 3 confined spaces.

WHAT TO DO IN CASE OF A FIRE ALARM

There is a two-stage system in place.

Preparatory stage – rate of 20 beats per minute (slow)

- ◆ Gather at the nearest exits and wait for instructions before evacuating.

Evacuation signal – rate of 120 beats per minute (fast)

- ◆ Immediately evacuate the building by the emergency exit door closest to you. Either gather at the meeting place, if one has been designated in advance, or get at least 30 metres away from the building.

Fire evacuation plan

A copy of the emergency evacuation plan is posted next to every elevator and staircase.

Medical or fire emergencies

In an emergency (such as a fire or an accident), **immediately call 283-7644 (Security for 715 Peel) and 911**. If a fire is detected and you are unable to control it, go to the nearest manual fire alarm station (pull station), pull the handle and evacuate the premises.

Manual fire alarm stations

Manual fire alarm stations are located near stairwells and in main corridors.

Fire extinguishers and hoses

Fire extinguishing stations are located on designated columns in the main corridors.

Heat and smoke detectors

The building is protected by heat and smoke detectors and is equipped with a computer-controlled system. Contractors will be charged for service interruptions that are harmful to client operations if the contractors forget to deactivate the detectors prior to starting work.

Welding/cutting

Authorization and a hot work permit (heat, smoke and odour) are necessary for any welding or cutting work. These authorizations are issued by the project manager and/or the maintenance technical advisor. Arrangements must be made 48 hours in advance.

Bypassing fire alarms

The project manager must contact the building technical advisor at least 48 hours in advance to make arrangements for and obtain the necessary authorizations for bypassing the fire alarms.

Sprinkler system

The building is protected by a sprinkler system. Any work done close to sprinklers must be carried out with great care.

Water damage and mechanical breakage

Any water damage, mechanical breakage or other damage must be reported to the technical advisor (daytime) at **514-283-7644** and to the National Call Centre (all other times) at **1-800-463-1850**. Then advise the project authority by cell phone.

Explosive-actuated devices

Explosive-actuated devices (e.g. Ramset) are strictly prohibited.

Known risks

This building contains asbestos fibres used for pipe insulation. Should the existence of hazardous materials be suspected or discovered, the project manager in charge must be contacted before work is continued. In addition, there are gas lines, high-pressure steam pipes and chemicals in the building and their location will be specified in call-ups.

Roof access

Access to the roof is prohibited unless authorized by the project manager.

Signage

Bilingual signs must be displayed in every work location. These signs must indicate the potential risks and dangers to the physical integrity of workers and the public.

WHMIS - Safety data sheets

Contractors must have up-to-date safety data sheets for all hazardous materials, regulated by WHMIS that are brought into the building. These safety data sheets must be kept for on-site consultation if needed.

Tools

Contractors will ensure that they have all the equipment, tools and machinery necessary to carry out the work required. PWGSC will not lend tools, equipment or machinery.

Noisy work

Any noisy work, generating dust or requiring frequent movement in the office area must be carried out after normal working hours, which is, between 6:00 p.m. and 6:00 a.m. Also, some other kind of work could be scheduled out of regular hours at the discretion of the property management.

Electrical control panel

Contractors will advise the maintenance technical advisor of any changes made to electrical control panels. In addition, contractors must fill out the Request for Electrical Isolation Form when it is required, before starting any electrical work. When the electrical work is completed, they must also fill in the Log Book.

Storing materials

The storing of materials must be approved by the project manager.

Padlocking

A padlocking procedure must be used where there is the slightest risk of electrocution, burns, crushing or other injuries that may be caused by moving parts. The procedure must be submitted in writing for authorization by the project manager before the start of work.

Work area cleanliness

Contractors are responsible for the cleanliness of work areas both during and after work, and for the removal of debris and waste materials. Contractors have to take out and dispose of any debris coming from the work of this contract and clean the work zone **at the end of each quart**. The building's maintenance department is not responsible for cleaning work areas after work. If the services of maintenance staff are required, the contractors will be charged.

Smoking

Smoking in this building is prohibited.

Protocol

PWGSC has a zero-tolerance policy on drug and alcohol use by its employees and representatives at work. This also applies to contractors.

Parking

Contractors may use parking spaces in the garage if they are available. You must submit your request in advance (if required) to the project manager. Authorization of access will then be sent to the security department. Please note that the indoor parking garage has a maximum clearance of 3.25 metres and that no more than one vehicle will be authorized for each general contractor.

Washrooms

Workers must use the washrooms designated by the project manager in charge.

Statutory holidays

This building recognizes all federal and provincial holidays including Remembrance Day and the Fête nationale du Québec.

Still cameras

It is strictly prohibited to take photographs inside the building for any reason whatsoever without the consent of the relevant authorities.

ANNEX G



Contract Number / Numéro du contrat EF245- 132395
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine TPSGC - PWGSC	2. Branch or Directorate / Direction générale ou Direction DGBI
---	---

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work - Brève description du travail
Demande d'arrangement en matière d'approvisionnement pour des travaux futurs de construction au 715 Peel, Montréal, Qc.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required - Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas?
No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes?
L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

Security Classification / Classification de sécurité
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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC						
	A	B	C	Confidential / Confidenciel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidenciel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidenciel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media Support T1																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) HUGUES LAROSE		Title - Titre Gestionnaire de projets	Signature
Telephone no. - N° de téléphone (514) 496-3781	Facsimile - Télécopieur () -	E-mail address - Adresse courriel hugues.larose@tpsgc.gc.ca	Date 2012-11-20
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) JOCELYNE ÉMARD .41		Title - Titre Agent de sécurité	Signature
Telephone no. - N° de téléphone (514) 496-3586	Facsimile - Télécopieur (514) 496-3301	E-mail address - Adresse courriel jocelyne.emard@tpsgc.gc.ca	Date 21-11-2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone () -	Facsimile - Télécopieur () -	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Nina Mormina		Title - Titre Q.C. Officer	Signature
Telephone no. - N° de téléphone (613) 952-6362	Facsimile - Télécopieur () -	E-mail address - Adresse courriel tpsgc-pwqsc.gc.ca	Date Nov 23/12

Security Classification / Classification de sécurité
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