

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works Government Services Canada-  
Bid Receiving / Réception des soumissions  
189 Prince William Street  
Room 421  
Saint John  
New Brunswick  
E2L 2B9

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

**Tender To: Public Works and Government Services  
Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works Government Services Canada- Bid  
Receiving / Réception des soumissions  
189 Prince William Street  
Room 421  
Saint John  
New Bruns  
E2L 2B9

<b>Title - Sujet</b> Cell Upgrade, Dorchester Pen., N.B.	
<b>Solicitation No. - N° de l'invitation</b> EC016-140237/A	<b>Date</b> 2013-05-09
<b>Client Reference No. - N° de référence du client</b> R.043937.001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWB-004-3256
<b>File No. - N° de dossier</b> PWB-3-36011 (004)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-06-13</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Doucet, Gisele PWB	<b>Buyer Id - Id de l'acheteur</b> pwb004
<b>Telephone No. - N° de téléphone</b> (506) 636-4541 ( )	<b>FAX No. - N° de FAX</b> (506) 636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Upgrade 2 Cells at Shepody Healing Ctr Dorchester Penitentiary Dorchester New Brunswick Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## IMPORTANT NOTICE TO SUPPLIERS

Government of Canada is moving its Government Electronic Tendering Service from MERX to <http://Buyandsell.gc.ca/tenders> on June 1, 2013.

Starting June 1, 2013, federal government tenders (tender notices and bid solicitation documents) will be published and available free of charge on a Government of Canada Web site on <http://Buyandsell.gc.ca/tenders>

The Government Electronic Tendering Service on <http://Buyandsell.gc.ca/tenders> will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

Get more details in the Frequently Asked Questions section of <http://Buyandsell.gc.ca/tenders>

After June 1, 2013, all tenders and related documents and amendments will be on <http://Buyandsell.gc.ca/tenders>

On June 1, 2013, suppliers must go to <http://Buyandsell.gc.ca/tenders> to check for amendments to any tender opportunities that they have been following on MERX prior to June 1.

Bookmark <http://Buyandsell.gc.ca/tenders> now to be ready for June 1!

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## INVITATION TO TENDER

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#### **GENERAL INSTRUCTIONS TO BIDDERS (GI) - R2710T (2013-04-25)**

The following GIs 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
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**APPENDIX 1 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER**

**APPENDIX 2 - INSTITUTIONAL ACCESS CPIC CLEARANCE REQUEST**

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## 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 (2013-04-25);
  - 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 GI16 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 SITE VISIT

There will be a site visit on **June 4, 2013 at 9:30 a.m.** Interested bidders are to meet at the principal entrance at Dorchester Penitentiary, Dorchester, New Brunswick.

There is a security clearance required to attend this site visit. **ALL** interested bidders, regardless of current clearance level, must submit the Institutional Access CPIC Clearance request form located in Appendix 2 of this solicitation document and submit to Gisele Doucet by fax at (506) 636-4376 or e-mail [gisele.doucet@pwgsc-tpsgc.gc.ca](mailto:gisele.doucet@pwgsc-tpsgc.gc.ca). These must be received by 5:00 pm, May 17, 2013. Separate

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clearance checks are required for each facility. Any interested bidders currently working at this site who have already been cleared and are interested in attending MUST provide their names by this date. No cameras, cellphones or tobacco products are permitted on the site.

#### **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 (506) 636-4376.

#### **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 telephone No. (506) 636-4358.

#### **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 one (1), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

## SI09 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&section=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](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>

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

[Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf)



## 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	(2013-04-25);
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	(2013-04-25);
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](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

**Cell Upgrades  
Shepody Healing Centre  
Dorchester Penitentiary  
Dorchester, New Brunswick**

### 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)

### 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 Contractors 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 twenty-four (24) weeks from the date of notification of acceptance of the offer.

### 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.

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**BA08 SIGNATURE**

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

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Signature

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Date

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**APPENDIX 1 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY  
DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***

***WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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## **APPENDIX 2 INSTITUTIONAL ACCESS CPIC CLEARANCE REQUEST**

**INSTITUTIONAL ACCESS  
 CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
 DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC**

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement	Request received / Demande reçue le	Date (YYYY/MM/DD) – (AAAA/MM/DD)	<b>PUT AWAY ON FILE CLASSER AU</b>	<b>3170-12</b>
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**A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS**

Surname / Nom de famille	Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)
Date of birth (YYYY/MM/DD) / Date de naissance (AAAA/MM/JJ)	Place of birth – Lieu de naissance / City/Town – Ville ou municipalité	Province/State – Province ou état
Country – Pays		

**B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE**

Male / Homme	Female / Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color – Couleur des cheveux
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**C. ADDRESS – ADRESSE**

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code - Code postal	Telephone number – Numéro de téléphone
				Home – Domicile      Work – Bureau
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)				

**D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX**

1	Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? <small>Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?</small>	Yes / Oui	No / Non
2.	Do you personally know of any person incarcerated in a correctional facility? <small>C connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?</small>	If so, provide names - Si oui, fournir son nom :	
3.	Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? <small>Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?</small>	Yes / Oui	No / Non
4.	Are you related/associated to an inmate or on an inmate's visiting list? <small>Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?</small>	Yes / Oui	No / Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)**

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

**NOTE: Access may be denied for submitting false information.** Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

**NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement.** Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur

Date (YYYY/MM/DD) - (AAAA/MM/JJ)

**F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC**

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) / Unité qui soumet la demande (en lettres moulées s.v.p.)	Signature of Division Head / Signature du chef de la division	Date (YYYY/MM/DD) - (AAAA/MM/JJ)
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No criminal record / Aucun casier judiciaire	A possible criminal record #: / Numéro du casier judiciaire possible :	Last entry: / Dernière entrée :
An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance :		

SIGNATURES

The individual has been advised. – Le demandeur a été informé de la décision.

<input type="checkbox"/> Approved Approuvée	<input type="checkbox"/> Not approved Non approuvée	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	By: Par :	
<input type="checkbox"/> Security Intelligence Officer Agent de renseignements de sécurité	Date (YY/MM/DD) (AA/MM/JJ)	<input type="checkbox"/> Institutional Head Directeur de l'établissement	Date (YY/MM/DD) (AA/MM/JJ)	<input type="checkbox"/> Visit Review Board Comité des visites	Date (YY/MM/DD) (AA/MM/JJ)
CSC/SCC 1279 (R-04-12) (Word Version) XP			Distribution <input type="checkbox"/> Original = 3170-12		