

**REQUEST FOR TENDERS (RFT)**  
**NO.: IC/CRC-IO-000CRC060405**

**FOR**

**MECHANICAL RESOURCES**

**IN SUPPORT OF THE**

**COMMUNICATIONS RESEARCH CENTRE**

**OF**

**INDUSTRY CANADA**

## **PART I: GENERAL INFORMATION / CONDITIONS**

### **1. INSTRUCTIONS FOR SUBMITTING A TENDER**

Bidders must propose against each category in each of the five (5) streams. Information in response to the relevant evaluation criteria (see Section 12.0), Basis of Payment (see Section 13.3) and Certifications (see Part III) must be provided in the bidder response.

Bidders must prepare and submit their formal tenders as follows:

#### **SECTION 1 – TECHNICAL SUBMISSION (1 copy) (with no reference to price)**

This section must include:

- 1) The Bidder's response to the Mandatory Criteria found in Part II, Section 12.0; and
- 2) Signed copies of the Certifications included in Part III.
- 3) Security Clearance Information (e.g. current security level of trades people to be assigned, reference security numbers, respective expiry dates, etc)

#### **SECTION 2 – FINANCIAL SUBMISSION (1 copy)**

This section must include the duly completed Basis of Payment tables found in Part II, Section 13.3 of this RFT. The Bidder should also refer to Part II, Section 13.0 for additional information related to the financial portion of their tender.

**Note:** Prices shall not appear in any other area of the tender except in the Bid and Acceptance Form.

Your tender may be submitted by the following delivery methods:

1. By e-mail: [CRC-Procurement@ic.gc.ca](mailto:CRC-Procurement@ic.gc.ca)

When using the e-mail method, bids must be submitted in two separate attachments clearly identified in one e-mail as follows:

- i) Technical Bid
- ii) Financial Bid

All attachments must contain RFT number (IO-000CRC060405).

**OR**

2. Hard Copy to:

Communications Research Centre  
Procurement and Contracting Unit  
Building 4, Room 142  
3701 Carling Avenue  
Ottawa, Ontario K2H 8S2

When using this Hard Copy delivery address method, bids must be submitted in two separate sealed envelopes/parcels as follows:

1. Technical Bid
2. Financial Bid

Bidders must ensure that the RFT number (000CRC060405) is clearly marked on all envelopes/parcels when tenders are delivered to the above mentioned address.

### **IMPORTANT NOTICE TO BIDDERS**

Tenders submitted to any e-mail address or mailing address other than that stated herein will not be considered. The CRC will not assume responsibility for misdirected tenders. Tenders must be submitted before the specified tender closing date and time. The CRC will not assume responsibility for tenders received after the tender closing date and time.

**Tenders must be submitted and received by July 16, 2013 on or before 2:00 p.m. (Eastern Daylight Saving Time).**

## **2. GENERAL CONDITIONS AND CLAUSES**

The following terms and conditions will be part and parcel of this RFT and the resulting contract:

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 Insurance	R2900D (2008-05-12)

All instructions, clauses and conditions identified in the Request for Tenders (RFT) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit an offer agree to be bound by the instructions, clauses and conditions of the RFT and accept the clauses and conditions of the resulting contract(s).

### **Supplementary Conditions**

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)
Schedules of Wage Rates for Federal Construction Contracts	

Time Verification C0711C (2008-05-12)

Schedules of Wage Rates for Federal Construction Contracts are included by reference and may be accessed from the Web site: [http://www.rhdcc-hrsc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

### **3. ENQUIRIES – SOLICITATION STAGE**

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the RFT, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the Contracting Authority named below. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this paragraph may (for that reason alone) result in the disqualification of the tender. Enquiries must be IN WRITING. Enquiries must be received no less than three (3) working days prior to the RFT closing date to allow sufficient time to provide a response. Enquiries received after that time might not be answered prior to the RFT closing date.

### **4. MANDATORY SITE VISIT**

The Bidder must attend a mandatory site visit at the CRC Campus located at 3701 Carling Avenue, Ottawa, ON, on June 25, 2013 at 10:00 a.m., (Eastern Daylight Saving Time) in order to submit a tender. Photo ID required for access onto Campus Grounds.

Bidders who do not attend the mandatory site visit cannot submit a tender.

Bidders that are planning to participate in this Site Visit are asked to contact the Contracting Authority mentioned below to confirm their attendance; no later than one (1) working day prior to the Site Visit.

Photo identification is required for access onto campus grounds.

Contact: (Paul Crossman) via Guardhouse Reception (613-863-8417) upon arrival.

## 5. MANAGEMENT OF THE RESULTING CONTRACT

Contracting Authority	Alternate Contracting Authority
Anne Nino A/Manager Procurement and Contracting Officer Communications Research Centre Canada   Centre de recherches sur les communications Canada 3701 Carling Ave.   3701, avenue Carling PO Box 11490, Station H   CP 11490, succursale H Building 4, room 142   édifice 4, salle 142 Ottawa ON K2H 8S2   Ottawa (Ontario) K2H 8S2 (613) 998-1922   anne.nino@ic.gc.ca   fax / téléc. (613) 993-8657 Web site / Site web : <a href="http://www.crc.ca">www.crc.ca</a> Government of Canada   Gouvernement du Canada	Jennifer Miljour Procurement and Contracting Officer Communications Research Centre Canada   Centre de recherches sur les communications Canada 3701 Carling Ave.   3701, avenue Carling PO Box 11490, Station H   CP 11490, succursale H Ottawa ON K2H 8S2   Ottawa (Ontario) K2H 8S2 (613) 990-6278   jennifer.miljour@ic.gc.ca   fax / téléc. (613) 993-8657 Web site / Site web : <a href="http://www.crc.ca">www.crc.ca</a> Government of Canada   Gouvernement du Canada

The Contracting Authority is responsible for the management of any contract resulting from this solicitation and any changes to the contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 6. CONDITIONS PRECEDENT TO CONTRACT AWARD

A Condition Precedent to Contract Award shall be construed as a requirement that must be met prior to award of a contract (as opposed to a mandatory requirement that must be met at the bid closing date and time pursuant to Part II, Section 12.0 – Mandatory Requirements of this RFT, and the Contracting Authority may, before award of any contract, seek clarification from the Bidder and/or make verification to validate any information submitted by the Bidder in this regard.

If a tender is recommended for award of a contract, Industry Canada (IC) reserves the right to request the Bidder to provide to the Contracting Authority, prior to award of a contract, the documents enumerated hereunder that may apply to any stream and be used in the performance of the work against any resulting contract. The Contracting Authority may include these documents into the resulting contract. Failure to comply with the request of the Contracting Authority, within the timeframe provided in the request, will render the tender non-responsive.

1. Proof of license to practice in the province of Ontario
2. Workers Compensation Certificate
3. Certificate of Insurance
4. Provide one (1) copy of table of contents of company Safety Manual.
5. Provide one (1) copy of current (valid) Fall Arrest Training certificates for all workers proposed (Training will be verified by CRC Health and Safety Office).
6. Provide one (1) copy of current Confined Space Entry training certificates for all workers proposed for the applicable stream under this requirement (Training will be verified by CRC Health and Safety Office).

7. Certifications and information or documentation Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards.

If any of the required information/documents are not completed or submitted as requested, the contracting authority will so inform the bidder and provide the bidder with a time frame within which to meet the requirement. Failure to comply with the request of the contracting authority, within the timeframe provided in the request, will render the tender non-responsive.

Industry Canada reserves the right at its sole discretion to assess the adequacy and validity of the above specified documents prior to acceptance. Should IC determine that the response to the above enumerated points and/or any other requested information are considered NOT relevant to the requirements described in the Terms of Reference of this RFT, no further consideration shall be given and no contract shall be awarded to the Bidder. IC further reserves the right to proceed with the same process as stated herein for the second lowest Bidder, and so on until a Bidder is found to have all of the requested documents acceptable to IC.

## **PART II: TERMS OF REFERENCE**

### **1.0 PURPOSE**

The department of Industry Canada, specifically the Communications Research Centre (CRC) is seeking offers from Contractors interested in providing all labour, material, and equipment for the provision of mechanical resources on an “as-and-when-requested” basis.

The area of work shall be within the National Capital Region, specifically the complex of the Communications Research Centre (CRC) located at 3701 Carling Avenue, Ottawa, ON.

### **2.0 TITLE OF PROJECT**

Request for Tender (RFT) for the provision of mechanical resources on an “as-and-when-requested” basis

### **3.0 BACKGROUND**

Communications Research Centre Canada (CRC) is an Agency of Industry Canada, and custodian and largest resident of the Shirley's Bay Campus. CRC is the Canadian Government's primary laboratory for research and development (R&D) in advanced telecommunications systems in radio, satellite, broadcasting and fiber optics. There are approximately 62 permanent buildings and 60 temporary buildings onsite with the earliest construction dates going back to 1950.

The CRC has a requirement to provide mechanical resources on an “as and when requested” basis in support of the CRC Campus.

### **4.0 SCOPE OF WORK**

The Communications Research Centre of Industry Canada (CRC/IC) intends to establish a contract with one (1) qualified vendor to provide mechanical resources in five (5) streams, namely:

1. Plumbing Resources
2. Steam Fitting Resources
3. Refrigeration and Air Conditioning (HVAC) Resources
4. Sheet Metal Resources
5. Gas Technician 1 (G1) Resources

Resources to be provided will be contracted on an “as-and-when-requested” basis, using the Call-up process described in sub-section 4.3 following and applying the Work Authorization Form provided as Annex “A” hereto.

The requirement for any contract resulting from this RFT will include the provision of all labour, materials, tools, equipment, transportation and supervision necessary to provide skilled licensed

labour in the field of Mechanical for the performance of work detailed in Section 2 of this RFT, titled "Services to be provided".

#### 4.1 Projected Expenditure

CRC estimates that the total expenditures throughout the three-year period of the resulting contract will not exceed \$400,000. Projected expenditures (including HST) by stream are:

Stream #	Service Type	Projected Expenditure	
		%	\$ Value
1	Plumbing Resources	15	\$60,000
2	Steam Fitting Resources	15	\$60,000
3	Refrigeration and Air Conditioning (HVAC) Resources	20	\$80,000
4	Sheet Metal Resources	20	\$80,000
5	Gas Technician 1 (G1) Resources	30	\$120,000

**Note:** *The expenditures provided are not offered as guarantees, but are provided only for bidding purposes. Actual expenditures may vary by Stream or Value.*

#### 4.2 Call-up Process

- 4.2.1 Once a resulting contract is in place, the CRC Project Authority will complete and submit to the CRC Contracting Authority for onward to the Contractor for signature a Work Authorization Form (WAF) as per Annex A of this RFT for work or project to be performed on an as and when requested basis for a period not exceeding twelve (12) months. The enumerated steps of the Call-Up Process shall remain the same should any option be exercised under any resulting contract.
- 4.2.2 Once the Contractor has signed the WAF and the Contracting Authority has received a copy of the original WAF, the Contractor may proceed with the execution of any work or project as requested by the CRC Project Authority.
- 4.2.3 Specific requirement(s) may be called up by e-mail or by telephone which telephone request is to be followed up by e-mail. The e-mail is to indicate a brief description of the work to be performed for the Contractor to assign the appropriate stream(s).
- 4.2.4 Using the time sheet from Annex D of this RFT, the Contractor will complete and submit for acceptance and approval by Project Authority a time sheet identifying the name of the resource(s) assigned, start time, end time and the total number of hours expended on any particular work or project performed.

**Note:** Time sheets shall be used as evidence to support the payment of any invoice.



#### **4.4 Period of the resulting Contract/Option to Extend the Period**

The resulting contract will be in effect for an initial period from the date of award of the resulting contract to July 31, 2014.

The Bidder agrees to provide IC/CRC with an irrevocable option to extend the period of the resulting contract by two (2) separate one year period under the same prices, terms and conditions specified in the resulting contract.

IC/CRC may exercise at its sole discretion the option period at any time by issuing a formal amendment to the resulting contract at least 30 calendar days prior to the expiry date of the resulting contract.

#### **4.5 Location of Service Delivery**

The mechanical resources are in support of the CRC Real Estate and Property directorate of Industry Canada located at 3701 Carling Avenue, Shirley's Bay, Ottawa, ON K2H 8S2.

### **5.0 RESOURCES TO BE PROVIDED**

Resources to be provided will comprise of a fully qualified journeyman or supervised apprentice in the trade relevant to the Stream to maintain, supply and install various types of equipment as detailed in this Section.

#### **5.1 Stream 1 – Plumbing Resources**

Work covered in this requirement includes, but is not necessarily confined to, the maintenance, installation and/or demolition and/or modification of plumbing and water-based heating equipment, such as:

1. Domestic, Commercial Hot/Cold Water Supply Piping, Plumbing fixtures
2. Domestic, Commercial DWV piping and drainage systems
3. Circulating pumps for Domestic, Chilled, Process or other water systems
4. Chilled water piping systems, including all materials and associated components of a chilled water cooling system such as piping, coils, valves, and pumps.
5. Other related work associated with the Plumbing Trade.

#### **5.2 Stream 2 – Steam Fitting Resources**

Work covered in this requirement includes, but is not necessarily confined to, the maintenance, installation and/or demolition and/or modification of steam-based heating equipment, such as:

1. High/Low Pressure Steam Piping. Piping may be in mechanical rooms or part of underground distribution system serviced in "man holes"
2. Associated condensate return piping. Piping may be in mechanical rooms or part of underground distribution system serviced in "man holes"

3. Condensate return tanks and pumps.
4. Steam Traps, Pressure Reducing Valves , Pressure Relief Valves, Expansion Joints, Gaskets
5. Steam Coils , Radiators, other Steam Heat Exchangers and Relief Valves protecting both steam and water/glycol systems
6. Hot Water/Glycol Heating Systems, including all materials and associated components of a hot water heating such as piping, coils, valves, and pumps.
7. Other steam-related work associated with the Steam Fitter Trade

**Note:** Some of the work to be delivered in this stream will be executed on components underground, accessible via manholes.

### **5.3 Stream 3 – HVAC Resources**

Work covered in this requirement includes, but is not necessarily confined to, the maintenance, installation and/or demolition and/or modification of HVAC equipment, such as:

1. Package Rooftop units either heat/cool or cooling only
2. Precision cooling units
3. Wall Mounted ductless split systems
4. Reciprocating/Scroll chillers
5. Make Up Air units
6. Other related work associated with the HVAC Trade.

### **5.4 Stream 4 – Sheet Metal Resources**

Work covered in this requirement includes, but is not necessarily confined to:

1. Supply, fabrication and installation of the following:
  - a. Metal Air Duct and Speciality Fittings
  - b. Dampers, Louvers and Grills
  - c. Non Metallic Air Duct and Speciality Fittings
  - d. Silencers, Diffusers and Fire Dampers.
  - e. Venting Systems, including all materials and associated components of an exhaust or fresh air intake such as piping, dampers, hoods, screens valves, etc.
2. Removal, demolition, modification and repair of existing Duct Systems and components.
3. Other related work associated with the Sheet Metal Trade.

## **5.5 Stream 5 – Gas Technician 1 (G1) Resources**

Work covered in this requirement includes, but is not necessarily confined to maintenance, installation and/or demolition and/or modification of:

1. Package rooftop units with natural gas heating
2. Make up air units either direct fired or indirect
3. Natural gas fired hot water boilers both heating and domestic
4. Natural gas fired steam humidifiers, or natural gas fired dehumidification units
5. Wall mounted natural gas/propane fired units
6. Natural gas or propane furnaces
7. Gas piping
8. Other related work requiring the services of a Gas Technician (G1)

## **6.0 PROJECT CONSTRAINTS**

### **6.1 Resource Licences and Certifications**

Service provider resources performing work on-site must have the appropriate trade licenses and certifications to perform the work specified on the call-up document. This means that:

1. Resources proposed as Journeyman tradespersons in streams 1 through 4 must possess Certificates of Qualification from the Province of Ontario in the stream discipline;
2. Resources proposed as Journeyman tradespersons in stream 5 must be certified as a G1 Gas Technician
3. Resources proposed as apprentices in any streams must be enrolled in a formal apprentice program for the discipline against which they are proposed

### **6.2 QA/QC Adherence**

The Contractor is expected to adhere to acceptable quality assurance and quality control (QA/QC) procedures throughout the resulting contract as per building codes and standards.

## **7.0 ASSOCIATED DOCUMENTS**

If applicable, any construction documents (e.g. drawings, specification, maps, surveys, etc.) in support of any work to be performed will be provided at the time a Call Up is raised.

All specifications, drawings and other documents provided by the CRC or on behalf of the CRC to the Contractor in connection with the resulting contract belong to the CRC and must be used by the Contractor only for the purposes of performing the Work.

## **8.0 USE OF SITE AND FACILITIES**

The Contractor is to maintain existing services to building and provide for personnel and vehicle access.

Where elevators, dumbwaiters, conveyors or escalators exist, the Contractor may use these at the Project Authority's discretion. The Contractor is to protect existing equipment from damage, safety hazards and overloading.

No cameras are permitted on site and no photographs shall be taken without the prior approval of the Project Authority.

Once the work is completed, the Contractor must return the facilities in a clean and safe condition ready for occupancy.

### **8.1 Protection of Public Traffic**

The Contractor must:

Comply with requirements of Industry Canada, CRC traffic policy in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment.

Place equipment in position to present minimum of interference and hazard to travelling public.

Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.

Not leave equipment on travelled way overnight.

Not close any lanes of road without approval of the Project Authority. Before re-routing traffic erect suitable signs and devices in accordance with applicable codes.

Maintain access to property including overhead clearances for use by emergency response vehicles.

### **8.2 Liabilities**

The Contractor shall assume responsibility for any accident or damage cause by its employees and/or equipment to CRC property or personnel as a result of the Contractor's activities.

The Contractor shall assume responsibility for the security of its equipment and materials during and after working hours. CRC shall not be liable for any vandalism, theft or loss.

The Contractor shall be responsible for making whatever representations are necessary to the pertinent organizations in order to carry out the Work. The costs incurred in obtaining these documents shall be the responsibility of the Contractor.

The Contractor is responsible for notifying the Project Authority of any on-site activity, and obtaining approval to gain access to the Campus 48 hours before entering the site.

### **8.3 Unplanned Shut-Down**

The utilities provided to the Contractor by CRC will be subject to the requirements of the campus and may be cut off without prior notice at any time by its representatives.

CRC will not be liable for any damage or delay resulting from the interruption of these utilities.

### **8.4 Health and Safety Program**

The Contractor will be responsible to take all necessary steps to protect the workers from harm in accordance with revised statutes of the current Canada Labour Code.

CRC emergency procedures and fire, health and safety requirements applicable to work taking place on CRC property will be provided by the Project Authority to the successful Contractor. Adherence to the health and safety measures specified in that plan shall be mandatory for all on-site personnel and all site visitors.

All Contractor employees and all site visitors shall have the appropriate safety equipment and training.

The Contractor must be prepared to provide supporting documentation attesting to the suitability of the workers regarding project specific training requirements if requested by the Project Authority.

The Contractor must also be prepared to provide a copy of their company safety plan.

### **8.5 Working Hours**

Unless advised otherwise and approved, the work performed at the Campus by the Contractor shall be carried out during normal working hours (07:00-16:30) during the week and shall be carried out with the least possible interference or disturbance to building occupants and Campus activities or operations. Contractors wishing to work outside these hours will require approval from the Project Authority.

## **9.0 MANAGEMENT OF THE PROJECT – ROLES AND RESPONSIBILITIES**

### **9.1 Project Authority:**

The Project Authority for any Contract resulting from an approved WAF will be designated in that WAF.

The Project Authority (or assigned departmental representative) has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document. The Project Authority (or assigned departmental representative) is responsible for all matters concerning the technical content of the Work under this requirement.

Any proposed changes to the Scope of Work are to be discussed with the Project Authority or his assigned departmental representative.

## **9.2 Contractor:**

The Contractor shall establish and maintain, throughout the duration of the project, a team capable of effectively delivering the services described in this document.

The Contractor shall deliver any contracted project within the time frame and assigned budget as defined in the approved WAF.

Upon execution of the contract, the Contractor shall be responsible for producing all work in a conscientious and professional manner.

## **9.3 Coordination with CRC**

Upon receipt of an approved Work Authorization Form, the Contractor shall:

Carry out services in accordance with approved documents and directions given by the Project Authority.

Correspond only with the Project Authority at the times and in the manner dictated by the Project Authority.

Ensure all communications carry the CRC's Project Title, Project Number and File Number.

Advise the Project Authority of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The Contractor shall detail the extent and reasons for the changes and obtain written approval before proceeding.

Investigations and/or site reviews in public areas shall be performed during regular hours; access to office space/LAN room/Lab space must be arranged by the Project Authority.

Ensure all activities performed shall provide for the protection of the health and safety of the facility's occupants, shall not disturb the facility's security systems and procedures, and shall not disturb the operations performed in and around the facility.

## **9.4 Expected Response Times**

### **9.4.1 Normal Response Time**

For regular requests, the prime Contractor must respond to inquiries from the Project Authority by email or by phone within 24 hours, and any of its assigned resources must be on CRC Campus ready to carry out work the following day.

### **9.4.1 Emergency or Urgent Response Time**

For requests deemed urgent, the Contractor must respond to an email or telephone request from the Project Authority within thirty (30) minutes and the assigned resource(s) must be on the

CRC Campus ready to carry out work within two (2) hours of receiving the emergency or urgent call from the Project Authority.

**Note:** This provision does not apply for Sheet Metal categories.

## **9.5 Client Support**

Subject to applicable security restrictions, the Contractor will be given access to existing plans, survey notes, design notes, specifications or reports that will aid in the work. All such documents must be returned to the Project Authority on termination of the contract.

## **10.0 SECURITY**

There is a security requirement associated with the requirement. It is not necessary that any tradespersons and apprentices have a valid security clearance in order for the Bidder to submit a bid in response to the RFT; however, the individual's work cannot be called up against any resulting Contract until they obtain the requisite security clearance.

Bidders are required to include specific security information in their technical offer as detailed in **Part 1, "Instructions for Submitting a Tender."**

### **10.1 Security Clearance Requirement**

All resources proposed to carry out work in response to Task Authorization Call Ups must have and maintain a valid security clearance at the ***Enhanced Reliability Level*** for the duration specified in the Task Authorization against the resulting Contract. All security clearances must be arranged by Canadian Industrial Security Directorate (CISD) of PWGSC.

Should, for some reason, the Contractor be unable to obtain the Enhanced Reliability security clearance level for some or all of its trades people and respective apprentices as required under the terms and conditions of the resulting Contract, IC may not exercise any of the option periods specified in the resulting Contract and/or terminate the Contract as non-compliant.

Immediately following contract award, the Contractor will supply the Project Authority with a list of names of employees and sub-contractors who will be accessing the site. The list should reflect the then-current security status of each included resource.

Should the successful Bidder (Contractor), list resources whom they intend to assign to work under any resulting Task Authorization, but who do not have the appropriate security clearance to meet the requirement, the following clause (Section 10.2) will apply.

### **10.2 CRC/IC Assistance to Contractor in obtaining Security Clearances**

For the purposes of the RFT, and for cost and efficiency reasons, IC/CRC (if required) will arrange for sponsorship of the Contractor tradespersons and apprentices who will be assigned to perform work against the resulting Contract to obtain Enhanced Reliability security clearance level.

### **10.2.1 Limitations for Resources with Security Clearances in Process**

Contractor resources MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

### **10.3 Site Access**

Access to the site is subject to the following restrictions:

1. Any of the Contractor's personnel on the Campus must be approved by CRC. Unauthorized personnel are not allowed on the Campus for any reason.
2. The Contractor and his employees and sub-contractors must sign in every day at the CRC Guard House Reception Building 1, and are subject to any other regulations as laid down by the Security Emergency Operations (SEO) and the Project Authority. All possible steps will be taken to provide the Contractor with access to the area at all times, however CRC activity may require some closure of the area.
3. Security requirements are required when the Contractor and his subordinates are within the building. CRC will provide a Commissionaire, as required, upon 48hrs notification through the Project Authority.

#### **10.2.1 Security Escort**

All personnel assigned to any project may be escorted as determined by the Project Authority when accessing or working within the site areas within buildings during normal working hours. Personnel shall always be escorted in all areas outside of normal working hours.

## **11.0 TECHNICAL EVALUATION PROCEDURES**

Offers will be assessed in accordance with the entire requirement of the Request for Tenders, including the technical criteria and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the offers.

Industry Canada may choose to terminate the evaluation of any tender upon the first finding of non-compliance with a mandatory requirement.

## **12.0 EVALUATION CRITERIA**

To be considered responsive, a tender must meet all of the mandatory requirements of this solicitation. Tenders not meeting all of the mandatory requirement(s) will be given no further consideration.

### **A. Bidder Definition**

For the purposes of response to the table following, a Bidder, as referenced therein is defined as one of the following three (3) profiles:



## **1. Sole Vendor**

The Sole Vendor is defined as one who is proposing to fulfill all requirements for any work authorized under a resulting contract with their employees. In this case, the Sole Vendor will act as “contractor” as referenced herein and in any resulting contract, assuming responsibility for any deliverables and providing a “single-point-of-contact” with the CRC Project Authority and Contracting Authority.

## **2. Joint Venture**

A Joint Venture as defined in Section 1.5 of PART III – CERTIFICATIONS, and comprises a Prime Vendor and additional members of the Joint Venture, engaged via a formal Joint Venture contract and committed to the JV through signature to the form submitted against Section 1.5 of PART III – CERTIFICATIONS.

For a Joint Venture, the Prime Vendor will act as “contractor” as referenced herein and in any resulting contract, assuming responsibility for any deliverables and providing a “single-point-of-contact” with the CRC Project Authority and Contracting Authority.

## **3. Prime Vendor with sub-contractor(s)**

This Vendor is defined as one who is proposing to fulfill requirements for work authorized under a resulting contract with a combination of:

- a. their employees; and
- b. Subcontractors, contracted to the Prime Vendor via a formal subcontracting contract.

If the Bidder is proposing to use subcontractors for any or all of the work authorized under a resulting contract, the Bidder must complete the table titled SUBCONTRACTOR CERTIFICATION FORM located in Part III - CERTIFICATIONS of this RFT.

For all work, whether to be provided by the Prime or their subcontractors, the Prime Vendor will act as “contractor” as referenced herein and in any resulting contract, assuming responsibility for any deliverables and providing a “single-point-of-contact” with the CRC Project Authority and Contracting Authority.

## **B. DEFINITION OF “EXPERIENCE” FOR MANDATORY REQUIREMENTS**

### **1. Sole Vendor**

For evaluation purposes, in response to the essential criterion, the Bidder should confirm that they have 5 years of experience in provision of the activities defined in Section 5 for each of the 5 Streams.

## **2. Joint Venture**

For evaluation purposes, in response to the applicable essential criterion, the Bidder should confirm that any member of the JV proposed to deliver services in a Stream has 5 years of experience in provision of the activities defined in Section 5 for that Stream.

## **3. Prime Vendor with sub-contractor(s)**

For evaluation purposes, in response to the applicable essential criterion, the Bidder should confirm that the General Contractor or any subcontractor proposed to deliver services in a Stream has 5 years of experience in provision of the activities defined in Section 5 for that Stream.

## **C. DEFINITION OF “PROJECT REFERENCE” FOR ESSENTIAL REQUIREMENTS**

Bidders are required to provide three (3) references against each Stream for delivery of the services described in Section 5 for that Stream.

Each reference must reflect successful delivery of at least one of the activities listed in the Stream. Combined, the three references must reflect delivery of all of the activities listed for that Stream.

### **1. Sole Vendor**

For evaluation purposes, in response to the applicable essential criterion, the referenced projects should have been delivered by the Sole Vendor.

### **2. Joint Venture**

For evaluation purposes, in response to the applicable essential criterion, the referenced projects should have been delivered by any member of the JV proposed to deliver services in that Stream.

### **3. Prime Vendor with sub-contractor(s)**

For evaluation purposes, in response to the applicable mandatory criterion, the referenced projects must have been delivered by the Prime Vendor or any subcontractor identified in Section 1.5 of PART III – CERTIFICATIONS proposed to deliver services in that Stream.

## 12.1 Table One – Mandatory Requirement

Item #	Mandatory Requirement	Proposal Reference page #
M1	The Bidder must attend the mandatory site visit at the CRC Campus on the date and time indicated in Part I, Section 4 of this ITT.	
M2	<p>Financial Offers must be submitted on the Basis of Payment form located in Section 13.3. A price (or percentage when applicable) must be provided for every stream, every item and every pricing period in the Basis of Payment.</p> <p>Pricing must be firm in Canadian currency and must not be indexed or tied to an escalation factor.</p> <p>Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer.</p>	

## 12.2 Essential Requirements

To be considered for responsive, a tender is to respond to the following essential requirements of this solicitation as Conditions Precedent to Contract Award. The responses to the essential requirements below are to be included in Section 1 of their technical tender.

Item #	Essential Requirements	Proposal Reference page #
E1	<p>The Bidder is to demonstrate five years experience in each of the 5 streams and include the details in Section 1 of their tender.</p> <p><i>Please refer to Section 12.0 A for Bidder Definition and Section 12.0 B for definition of "experience"</i></p>	
E2	Using Subcontractors Form from Annex B, the Bidder is to complete and include it in Section 1 of their tender.	
E3	<p>Using the Project Reference Form from Annex C, the Bidder is to provide evidence of their previous experience in the provision of activities similar to those described in the relevant subsection of Section 5. For each of the five (5) streams, the Bidder must submit descriptions of projects delivered to three (3) separate clients within the preceding five (5) years.</p> <p>Bidders are requested to provide the five (5) completed Project Reference Forms as an Annex to their Technical Offer and include them in Section 1 of their tender.</p>	

	<i>Please refer to Section 12.0 A for Bidder Definition and Section 12.0 B for definition of “experience”</i>	
E4	The Bidder is to submit and sign the Certification requirements located in Part III of this RFT and include them in Section 1 of their tender.	

### 12.3 Financial Criteria

Only those offers that have qualified against the Technical Criteria found in Section 12.1 and 12.2 of this RFT will be evaluated for financial qualification.

### 12.4 Financial Tables to be completed

The Bidder-completed tables from Section 13.3 - Basis of Payment, will be used to conduct the financial evaluation.

## 13.0 BASIS OF PAYMENT

### 13.1 Call-up Minimums

Against any call-up that requires the Contractor to call in tradespersons not then-currently on the CRC/IC campus, a minimum guaranteed payment of two (2) hours for each called-in tradesperson will apply. Payment of the guarantee will be based on the hourly rates for the relevant category as proposed herein and accepted as part of any resulting contract.

This minimum guaranty applies once the tradesperson(s) arrived at the CRC Campus. This minimum guaranty of 2-hour of work does not apply for purposes of job or site showing, provision of job estimates, work inspection, work incident investigation or other activities relevant to the Terms of Reference of this RFT.

Call up for the performance of a work will not apply if tradesperson(s) is/are already at the CRC Campus performing work. If tradesperson(s) are required to return to the work site for subsequent day(s), the 2-hour work guarantee will not apply.

### 13.2 Pricing Definitions

#### 13.2.2 Labour Pricing

Labour pricing is an all-inclusive firm hourly price in Canadian funds for each tradesperson, including all costs (e.g. labour, regular tools and equipment, printing, photocopying, local travel, travel time, delivery or shipping charges, customs duties, excise taxes, profit, overhead, direct labour and any other expenses related to the performance of the work under any resulting contract).

### **13.2.3 Parts and Material Pricing**

Pricing for parts, materials, and rental of particular or special equipment and tools are subject to prior authorization by the Project Authority and will be charged at laid down price plus a mark up as specified in the resulting contract. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. HST will be extra.

### **13.2.4 Pricing Periods**

For this requirement the pricing periods are as follows:

1. Year 1 is from agreement date of issue to July 31, 2014
2. Option Year 2 is from August 1, 2014 to July 31, 2015
3. Option Year 3 is from August 1, 2015 to July 31, 2016

### **13.3 Pricing Tables**

The following tables are provided for the Bidder to present their pricing for the required services under this RFT. The Bidder must provide an entry in each Unit Price field of each Stream against which they wish to be considered for a standing offer.

The Bidder must not make changes to the provided data, but should copy the tables and complete them with their offered pricing.

***Estimates of yearly usages are provided as approximations for bidding purposes only. In no way do they represent any guarantees of service requirements.***

**13.3.1 Stream 1 – Plumbing Resources**

<b>Bidder Name:</b>	_____				<b>Stream # 1: <u>Plumbing Resources</u></b>
<b><u>Labour Pricing Item Description</u></b>					
	<b>est. # of hrs/yr</b>	<b>Price/hr Yr. 1</b>	<b>Price/hr Yr. 2</b>	<b>Price/hr Yr. 3</b>	
<b>Regular working hours</b>					
a) Journeyman	500	\$_____	\$_____	\$_____	
b) Supervised Apprentice	200	\$_____	\$_____	\$_____	
<b>Outside regular working hours, Monday – Friday</b>					
a) Journeyman	20	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
<b>Saturdays, Sundays and Statutory Holidays</b>					
a) Journeyman	5	\$_____	\$_____	\$_____	
b) Supervised Apprentice	2	\$_____	\$_____	\$_____	
<b><u>Parts and Materials</u></b>					
	<b>est. \$/yr</b>	<b>Mark-up Yr.1</b>	<b>Mark-up Yr.2</b>	<b>Mark-up Yr.3</b>	
a) Mark up on laid down cost	\$5,000	____%	____%	____%	

**13.3.2 Stream 2 – Steam Fitting Resources**

<b>Bidder Name:</b>	_____				<b>Stream # 2: <u>Steam Fitting Resources</u></b>
<b><u>Labour Pricing Item Description</u></b>					
	<b>est. # of hrs/yr</b>	<b>Price/hr Yr. 1</b>	<b>Price/hr Yr. 2</b>	<b>Price/hr Yr. 3</b>	
<b>Regular working hours</b>					
a) Journeyman	500	\$_____	\$_____	\$_____	
b) Supervised Apprentice	200	\$_____	\$_____	\$_____	
<b>Outside regular working hours, Monday – Friday</b>					
a) Journeyman	20	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
<b>Saturdays, Sundays and Statutory Holidays</b>					
a) Journeyman	2	\$_____	\$_____	\$_____	
b) Supervised Apprentice	1	\$_____	\$_____	\$_____	
<b><u>Parts and Materials</u></b>					
	<b>est. \$/yr</b>	<b>Mark-up Yr.1</b>	<b>Mark-up Yr.2</b>	<b>Mark-up Yr.3</b>	
Mark up on laid down cost	\$5,000	____%	____%	____%	

**13.3.3 Stream 3 – HVAC Resources**

<b>Bidder Name:</b>	_____				<b>Stream # 3: HVAC Resources</b>
<b>Labour Pricing Item Description</b>					
	<b>est. # of hrs/yr</b>	<b>Price/hr Yr. 1</b>	<b>Price/hr Yr. 2</b>	<b>Price/hr Yr. 3</b>	
<b>Regular working hours</b>					
a) Journeyman	500	\$_____	\$_____	\$_____	
b) Supervised Apprentice	200	\$_____	\$_____	\$_____	
<b>Outside regular working hours, Monday – Friday</b>					
a) Journeyman	20	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
<b>Saturdays, Sundays and Statutory Holidays</b>					
a) Journeyman	2	\$_____	\$_____	\$_____	
b) Supervised Apprentice	1	\$_____	\$_____	\$_____	
<b>Parts and Materials</b>					
	<b>est. \$/yr</b>	<b>Mark-up Yr.1</b>	<b>Mark-up Yr.2</b>	<b>Mark-up Yr.3</b>	
Mark up on laid down cost	\$5,000	____%	____%	____%	



**13.3.4 Stream 4 – Sheet Metal Resources**

<b>Bidder Name:</b>	_____				<b>Stream # 4: <u>Sheet Metal Resources</u></b>
<b><u>Labour Pricing Item Description</u></b>					
	<b>est. # of hrs/yr</b>	<b>Price/hr Yr. 1</b>	<b>Price/hr Yr. 2</b>	<b>Price/hr Yr. 3</b>	
<b>Regular working hours</b>					
a) Journeyman	500	\$_____	\$_____	\$_____	
b) Supervised Apprentice	200	\$_____	\$_____	\$_____	
<b>Outside regular working hours, Monday – Friday</b>					
a) Journeyman	20	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
<b>Saturdays, Sundays and Statutory Holidays</b>					
a) Journeyman	2	\$_____	\$_____	\$_____	
b) Supervised Apprentice	1	\$_____	\$_____	\$_____	
<b><u>Parts and Materials</u></b>					
	<b>est. \$/yr</b>	<b>Mark-up Yr.1</b>	<b>Mark-up Yr.2</b>	<b>Mark-up Yr.3</b>	
Mark up on laid down cost	\$5,000	____%	____%	____%	

**13.3.5 Stream 5 – Gas Technician Resources**

<b>Bidder Name:</b>	_____				<b>Stream # 5: <u>Gas Technician Resources</u></b>
<b><u>Labour Pricing Item Description</u></b>					
	<b>est. # of hrs/yr</b>	<b>Price/hr Yr. 1</b>	<b>Price/hr Yr. 2</b>	<b>Price/hr Yr. 3</b>	
<b>Regular working hours</b>					
a) Journeyman	500	\$_____	\$_____	\$_____	
b) Supervised Apprentice	200	\$_____	\$_____	\$_____	
<b>Outside regular working hours, Monday – Friday</b>					
a) Journeyman	20	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
<b>Saturdays, Sundays and Statutory Holidays<sup>2</sup></b>					
a) Journeyman	2	\$_____	\$_____	\$_____	
b) Supervised Apprentice	1	\$_____	\$_____	\$_____	
<b><u>Parts and Materials</u></b>					
	<b>est. \$/yr</b>	<b>Mark-up Yr.1</b>	<b>Mark-up Yr.2</b>	<b>Mark-up Yr.3</b>	
Mark up on laid down cost	\$5,000	____%	____%	____%	

## **14.0 BASIS OF SELECTION**

Tenders will be evaluated individually.

Using the prices provided by the Bidder in their completed tables and the estimated usage, CRC will determine a “Total Price” for proposed resources.

**The compliant offer with the lowest overall evaluated “Total Price” will be recommended for issuance of a contract.**

Industry Canada reserves the right at its sole discretion to request certification, proof, references, substantiation, or any other information to support and validate the criteria enumerated in the RFT. Should the certification, proof, references, substantiation and/or any other information be found unacceptable for any reason as solely determined by Industry Canada, no further consideration shall be given and the Bidder will be declared non-compliant.

Once a contract has been awarded, a Notification of the Successful Bidder will be posted on the Government Electronic Tendering System.

Industry Canada in no way guarantees that a contract will be issued based on this bid process. Due to financial limitations, Industry Canada reserves the right to terminate this bid process at any time.

Any resulting contracts must be interpreted and governed, and the relations between the parties determined, by the laws enforced in Ontario.

## **15.0 RESULTING CONTRACT CLAUSES**

### **15.1 Option to Extend the Contract**

The successful contractor grants to Industry Canada with an irrevocable option to extend the period of the resulting contract by two (2) separate one year period under the same prices, terms and conditions specified in the Contract.

Industry Canada may exercise at its sole discretion the option period at any time by issuing a formal amendment to the Contract at least thirty (30) calendar days prior to the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **15.2 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the approved signed Work Authorization Form(s), inclusive of any amendments, annexes, time sheets, thereto

- (b) the Articles of Agreement;
- (c) the SACC General Conditions specified in the Request for Tender (RFT) to form part of the resulting Agreement;
- (d) the RFT including its Term of Reference, Annexes, Forms, Basis of Payment, Method of Payment and all other documents and details contained therein
- (e) the Contractor's bid dated \_\_\_\_\_ as clarified on \_\_\_\_\_ (if applicable) and as amended on \_\_\_\_\_ (if applicable). Applicable date(s) to be inserted at time of contract award.

### **15.3 Time Verification**

SACC Manual clause C0711C Time Verification (2008-05-12),

### **15.4 Project Authority**

(To be identified in the Resulting Contract)

### **15.5 Contractor's Representative**

(To be identified in the Resulting Contract)

### **15.6 Applicable Laws**

The resulting Agreement must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### **15.7 Payment**

#### **15.7.1 Basis of Payment**

The Basis of Payment shall be based on the prices quoted in the tables under Section 13 Basis of Payment of the RFT.

#### **15.7.2 Method of Payment**

Payment will be made on a monthly basis for work performed during the month upon receipt of invoices detailing work performed, materials supplied/mark-up cost, total invoice amount and HST shown as a separate item.

The Bidder may propose an alternate method of payment. However, the IC/CRC reserves the right to accept the proposed payment schedule or to negotiate its terms before awarding the contract.

Payment(s) will be contingent upon Industry Canada's satisfaction with the Work subject to the Project Authority's approval.

## **15.8 Resulting Contract**

The resulting Contract shall constitute the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference into the Contract. The Basis of Payment and the Method of Payment and any other pertinent details as specified in the RFT shall also be part of the resulting contract.

## PART III: CERTIFICATIONS

**BIDDER'S NAME:** \_\_\_\_\_  
(Print)

### 1.0 CERTIFICATION REQUIREMENTS OF THIS RFT:

**Note to Bidders:** The following certification requirements apply to this Request for Tenders. Bidders are requested to complete these certifications by filling in the appropriate spaces below and to include them with their tender.

#### 1.1 Acceptance of Conditions

"We hereby offer to sell and/or supply to Canada, under the terms and conditions set out herein, the activities listed herein."

Signature: \_\_\_\_\_

#### 1.2 Verification of Insurance

"We hereby certify that we hold a Commercial General Liability Insurance in the amount of NOT LESS THAN \$2,000,000 per occurrence and will be maintained in force throughout the duration of any resulting Contract.

Signature: \_\_\_\_\_

#### 1.3 Verification of License

"We hereby certify that all trades people proposed to work under any resulting contract are licensed to provide these services to the full extent that may be required by provincial law in the province of Ontario.

Signature: \_\_\_\_\_

**BIDDER'S NAME:** \_\_\_\_\_  
(Print)

#### 1.4 Former Public Servants (FPS):

Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both.

For the purposes of this solicitation, a former public servant is defined as:

- a) An individual
- b) An individual who has incorporated;
- c) A partnership made up of former public servants; or
- d) A sole proprietorship or entity where the affected individual has a major interest in the entity.

Please check in the appropriate box:

- ( ) Not a former public servant in receipt of either a lump sum payment or a pension, or both
- ( ) Former public servant in receipt of a lump sum payment (under the Work Force Reduction Programs

Date of termination of employment as a Public Servant: \_\_\_\_\_

- ( ) Former public servant in receipt of a pension

Date of termination of employment as a Public Servant: \_\_\_\_\_

Signature: \_\_\_\_\_

#### 1.5 Joint Venture Certification

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single business enterprise, sometimes referred to as a consortium, to bid together on a requirement.

Bidders are requested to place a check mark (√) in the applicable box below to confirm whether the tender is/is not submitted as a joint venture.

YES the tender is submitted as a joint venture

NO the tender is not submitted as a joint venture

It is requested that the Bidder who bids as a joint venture completes the certification below:

Composition of joint venture: (names and addresses of all members of the joint venture and the Procurement Business Number (PBN) of each member of the joint venture):

Name and address of each member of the joint venture	Procurement Business Number (PBN)

The name of the representative of the joint venture, i.e., the member appointed by the other members to act on their behalf:

\_\_\_\_\_ (Print Name)

The name of the joint venture (or the name of the company appointed to represent all members of the joint venture should a contract be awarded):

\_\_\_\_\_ (Print Name)

Type of joint venture (check mark (√) applicable box):

<input type="checkbox"/>	incorporated joint venture
<input type="checkbox"/>	contractual joint venture
<input type="checkbox"/>	other

This certification must be signed by all members of the joint venture unless a representative of the joint venture has been appointed to represent all members of the joint venture.

The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the tender and any resulting contract. If a contract is awarded to a joint venture, all



members of the joint venture will be jointly and severally or solidarity liable for the performance of any resulting contract.

Signature of all members of the joint venture or of the representative of the joint venture, as applicable:

Company Name	Print Name	Signature	Date

## ANNEX A - WORK AUTHORIZATION FORM (WAF)

The Work Authorization Form may be used for work to be performed on an as and when required basis during a twelve (12) month period and in some cases to solicit quotations from the Contractor to perform a specific project. All cost estimates will be based on the pricing specified in the resulting contract.

RFT # XXXXX WORK AUTHORIZATION (WA) FORM		
<b>Section A – to be completed by IC/CRC Project Authority</b>		
WA Issue Date:		
Contractor Name:		WA No.:
CRC Project Number:		
Project Title:		
Description of Work:		
Projected Level of Effort:		
Completion Date:		
<b>Section B – to be completed by (place a check<sup>√</sup> mark in the applicable box below)</b>		
<input type="checkbox"/> <b>CRC Project Authority</b> (When estimated cost is provided for a period of time)	Cost:	\$
	HST:	\$
<input type="checkbox"/> <b>Contractor</b> (When a quote is provided for a particular project from the CRC)	Total Cost:	\$
<b>Section C – to be completed by relevant Approval Authority</b>		
<b>Method of Payment:</b> The Contractor will be paid upon completion of the work following submission of an invoice (as supported by time sheets as applicable) in accordance with the invoicing instructions provided in the resulting Contract. Payment will be contingent upon Industry Canada's satisfaction with the work subject to the Project Authority's approval.		
<b>APPROVED BY: (Project Authority)</b>		
Name (Print):		
Signature:		
Date:		
<b>ENDORSED BY: (Contracting Authority)</b>		
Name (Print):		
Signature:		
Date:		
<b>ACCEPTED BY: (individual authorized to sign on behalf of the Contractor)</b>		
Name (Print):		
Signature:		
Date:		

## ANNEX B - SUBCONTRACTORS FORM

**Bidder's Name:** \_\_\_\_\_  
 (Print)

The Bidder is requested to place a check mark (✓) in the applicable box below to confirm whether any part of the work will be subcontracted under any resulting contract:

No     /      Yes

If the Bidder intends to subcontract any part of the work to a subcontractor(s), they are requested to specify in the table below each part of the work that will be subcontracted under any resulting contract and the name/address/telephone/e-mail address including GST/HST number of the subcontractor that will perform that part of the work.

WORK TO BE SUBCONTRACTED (Stream and Task)	SUBCONTRACTOR ID (Name/Address/Telephone/E-mail Address including GST/HST Business Number)

Signature: \_\_\_\_\_

## **ANNEX C - PROJECT REFERENCE FORM**

Using the form on the following page, the Bidder (*Please refer to Section 2.1 for Bidder Definition and Project Reference requirements*) must provide evidence of their previous experience in the provision of services similar to those described in Section 5. For each stream, the Bidder must submit three (3) relevant projects provided to three (3) separate clients within the preceding five (5) years.

The work Description field should reflect a description of the activities provided to the client. The description should reflect the engagement's similarity to the activities defined in Section 5, specifically to those outlined in:

- Section 5.1 for Plumbing Activities;
- Section 5.2 for Steam Fitting Activities;
- Section 5.3 for Refrigeration and Air Conditioning (HVAC) Activities;
- Section 5.4 for Sheet Metal Activities; and
- Section 5.5 for Sheet Metal Activities.

PROJECT REFERENCE FORM				
BIDDER'S NAME:		STREAM:		
Project No.	Work description	Organization & Location of work	Contact name Tel/cell no. & E-mail address	Date completed & Total cost
1				
2				
3				

Signature: \_\_\_\_\_

**FOR BIDDERS INFORMATION ONLY – NO ACTION IS REQUIRED**

**ANNEX D - TIME SHEET**

Contractor Name: \_\_\_\_\_

DATE	PERSON NAME	CRC JOB # (PE-XXXXXX)	START TIME	END TIME	TOTAL HOURS	ACTIVITIES/COMMENTS

CRC Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_