

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

FOR

CONSTRUCTION RESOURCES

IN SUPPORT OF THE

COMMUNICATIONS RESEARCH CENTRE

OF

INDUSTRY CANADA

PART I: GENERAL INFORMATION / CONDITIONS

Instructions for Submitting a Proposal

Bidders may propose against any or all of the five (5) streams. For each Stream against which the Bidder is proposing, the Bidder must propose against each category in that Stream.

Information in response to the relevant evaluation criteria (see Section 11.0), 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 proposals as follows:

SECTION 1 – TECHNICAL SUBMISSION

This section must include:

- 1) A statement delineating the Streams against which the Bidder is proposing;
- 2) The Bidder's response to the Mandatory Criteria relevant to the proposed Stream found in Part II, Section 11.0; and
- 3) Signed copies of the Certifications included in Part III.
- 4) 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 Basis of Payment Tables found in Part II, Section 13.3.

One copy of the tender may be submitted by the following delivery methods:

1. By e-mail: 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. One 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 stated herein 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 September 18th, 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-hrsdc.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 N/A

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 34, room 102 édifice 34, salle 102 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 : www.crc.ca 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 : www.crc.ca 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.

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, are to be completed and submitted with the bid, but may be submitted afterwards.

Note: If any of the above 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

Industry Canada, specifically the Communications Research Centre (CRC) is seeking offers from bidders interested in providing all labour, material, and equipment for the provision of construction support resources (as outlined herein) 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

Provision of construction 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 obtain construction resources on an “as and when requested” basis in support of the CRC Campus.

4.0 SCOPE OF WORK

a) Construction Resource Streams

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

- 1. Electrical Resources;*
- 2. Rough Carpentry Resources*
- 3. Painting and Decorating Resources;*
- 4. Floor Covering Resources;*
- 5. Plastering and Drywall Resources.*

b) Additional Construction Resources

If, during the course of performing work, the Contractor identifies certain tasks to complete the work that require specialty trades beyond those of contracted resources, the Contractor will immediately notify the Project Authority. The Project Authority, after assessing the requirement, will ask the Contractor to submit an all inclusive hourly for the additional construction resources required for review and consideration. The hourly rate for any of the additional construction resources must be comparable to the rate normally offered to the Contractor's most favourable clients for such specialty trades. The CRC reserves the right to negotiate the proposed rate of the any specialty trades.

If the hourly rate proposed by the resulting Contractor is not acceptable, or the Contractor is unable to provide the resources with the necessary skills and abilities, the CRC reserves the right to seek a quotation from other contractors.

Resources to be provided will be contracted on an “as-and-when-requested” basis, using the Call-up process described in sub-section 4.2 following and applying the Work Authorization Form provided as Annex “A” hereto.

Requested services 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 Construction for the performance of work detailed in Section 5 of this RFT, titled “Tasks and Activities 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	Electrical Resources	\$300,000
2	Rough Carpentry Resources	\$50,000
3	Painting and Decorating Resources	\$20,000
4	Floor Covering Resources	\$20,000
5	Plastering and Drywall Resources	\$10,000

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.

4.3 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 **August 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.

4.4 Location of Service Delivery

The construction support 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 TASK AND ACTIVITIES TO BE PROVIDED

Task and activities to be provided will comprise the following:

1. Provision of a fully qualified journeyman and/or supervised apprentice and/or general labourer in the trade relevant to the Stream to perform task and activities detailed in this Section,
2. All materials, tools, equipment, transportation and supervision necessary to support the tradesman in the performance of the task and activities detailed in the Work Authorization Form defining the requirement.

Individual call-ups, using the Work Authorization Form, will specify the work to be performed and shall be that which will define the resulting contract. Following is an overview of the task and activities to be requested for each stream.

5.1 Stream 1 – Electrical Resources

Resources provided under this stream may be required to:

- read and interpret drawings, circuit diagrams and electrical code specifications to plan wiring layouts; preparation sketches showing location of wiring and equipment, or follow diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring
- pull wire through conduits and through holes in walls and floors
- install brackets and hangers to support electrical equipment
- install, replace and repair lighting fixtures and electrical control and distribution equipment, such as switches, relays and circuit breaker panels
- join and connect wire to fixtures and components to form circuits
- test completion of circuits using test equipment
- troubleshoot and isolate faults in electrical and electronic systems and remove and replace faulty parts
- connect electrical power to sound and visual communication equipment, signalling devices and heating and cooling systems
- plan new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes
- measure, cut, bend, thread, assemble, and install electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender
- splice wires by stripping insulation from terminal leads, using knife or pliers, twist or solder wires together, and apply tape or terminal caps
- connect of wiring to lighting fixtures and power equipment, using hand tools
- execute other tasks and activities commonly associated with electrical contracting

5.2 Stream 2 – Rough Carpentry Resources

Resources provided under this stream may be required to:

- follow established safety rules and regulations and maintain a safe and clean environment
- study specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required
- assemble and fasten materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue
- demolish portions of buildings
- construct additions and renovations of the buildings
- frame walls
- crib concrete forms
- install insulation
- install doors and windows

- install hardware and miscellaneous related materials
- finish with plastic laminate
- install t-bar ceilings
- do custom millwork
- construct and/or repair cabinets
- other tasks and activities commonly associated with rough carpentry

5.3 Stream 3 – Painting and Decorating Resources

Resources provided under this stream may be required to:

- apply paint, stain, varnish, enamel, and other finishes to equipment, buildings, and/or other structures, using brushes, spray guns, or rollers
- apply primers or sealers to prepare new surfaces, such as bare wood or metal, for finish coats
- calculate amounts of required materials and estimate costs, based on surface measurements and/or work orders
- cover surfaces with drop cloths or masking tape and paper to protect surfaces during painting
- fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives
- mix and match colors of paint, stain, or varnish with oil and thinning and drying additives in order to obtain desired colors and consistencies.
- remove old finishes by stripping, sanding, wire brushing, burning, or using water and/or abrasive blasting
- smooth surfaces, using sandpaper, scrapers, brushes, steel wool, and/or sanding machines
- wash and treat surfaces with oil, turpentine, mildew remover, or other preparations, and sand rough spots to ensure that finishes will adhere properly
- bake finishes on painted and enameled articles, using baking ovens
- cut stencils, and brush and spray lettering and decorations on surfaces
- erect scaffolding and swing gates, or set up ladders, to work above ground level
- select and purchase tools and finishes for surfaces to be covered, considering durability, ease of handling, methods of application, and crc requirements
- spray or brush hot plastics or pitch onto surfaces
- use special finishing techniques such as sponging, ragging, layering, or faux finishing. waterproof buildings, using water proofers and caulking.
- execute other tasks and activities commonly associated with commercial painting

5.4 Stream 4 – Floor Covering Resources

Resources provided under this stream may be required to:

- measure and mark surfaces to be covered
- inspect and repair damaged floor coverings
- inspect and assess condition of floors
- prepare floors for installations
- remove existing floor coverings and contaminants
- prepare flooring plans and scheduling
- estimate labour and material costs
- instruct apprentices
- supervise other workers
- do tile setting
- execute other tasks and activities commonly associated with floor covering resources

5.5 Stream 5 – Drywall and Plastering Resources

Resources provided under this stream may be required to:

- install gypsum board, taping and filling
- trim rough edges from wallboard to maintain even joints, using knife
- fit and fasten wallboard or sheetrock into specified position, using hand tools, portable power tools, or adhesive
- measure and mark cutting lines on framing, drywall, and trim, using tape measure, straightedge or square, and marking devices
- install blanket insulation between studs and tacks plastic moisture barrier over insulation
- remove plaster, drywall, or paneling, using crowbar and hammer
- assemble and install metal framing and decorative trim for windows, doorways, and vents.
- read blueprints and other specifications to determine method of installation, work procedures, and material and tool requirements
- lay out reference lines and points, compute position of framing and furring channels, and mark position, using chalk line
- suspend angle iron grid and channel iron from ceiling, using wire
- install horizontal and vertical metal or wooden studs for attachment of wallboard on interior walls, using hand tools
- cut metal or wood framing, angle and channel iron, and trim to size, using cutting tools
- cut openings into board for electrical outlets, windows, vents, or fixtures, using keyhole saw or other cutting tools
- executing other tasks and activities commonly associated with commercial drywall installation

6.0 PROJECT CONSTRAINTS

6.1 Personnel Licences and Certifications

Resource personnel 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. Where applicable, personnel proposed as Journeyman must possess Certificates of Qualification from the Province of Ontario in the stream discipline;
2. Personnel 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 Resource 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 Resource in connection with the Contract belong to the CRC and must be used by the Resource 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 Resource may use these at the Project Authority's discretion. The Resource 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 Resource's activities.

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

The Resource 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 Resource 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 Resource shall be carried out during normal working hours (07:00-18:00) during the week and shall be carried out with the least possible interference or disturbance to building occupants and Campus activities or operations. Resources 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:

1. The Contractor shall establish and maintain, throughout the duration of the project, a team capable of effectively delivering the task and activities described in this document.
2. The Contractor shall deliver any contracted project within the time frame and assigned budget as defined in the approved request.
3. 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:

1. Carry out task and activities in accordance with approved documents and directions given by the Project Authority.
2. Correspond only with the Project Authority at the times and in the manner dictated by the Project Authority.
3. Ensure all communications carry the CRC's Project Title, Project Number and File Number.
4. 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.

5. 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.
6. 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.

9.4.2 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.

9.5 Client Support

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

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 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 provide task and activities 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 receipt of a request, 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.

10.3.1 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

The tables that follow detail the technical criteria which will be measured to determine the qualification of the Bidder proposals submitted against this RFT and the method by which this qualification will be determined.

The Bidder must complete and include in their offering:

1. One completed Mandatory Criterion table (Section 12.1 following): and
2. One Stream-specific Criteria Table (Sections 12.2.1 – 12.2.5 following) for each Stream against which they are proposing.

Within the Stream-specific Tables, each criterion is numbered, with the numbers:

- ER1 to ER4, to be completed for Stream 1 – Electrical Resources
- RC1 to RC4, to be completed for Stream 2 – Rough Carpentry Resources
- PD1 to PD4, to be completed for Stream 3 – Painting and Decorating Resources
- FC1 to FC4, to be completed for Stream 4 – Floor Covering Resources
- DP1 to DP4, to be completed for Stream 5 – Drywall and Plastering Resources

The Bidder must provide sufficient information to reflect their qualification against each criterion.

The Bidder's proposal will be measured against the mandatory criterion to determine a met/not met condition for that criterion. Failure to qualify against this mandatory criterion will render the Bidder's proposal non-responsive and it will not be considered further.

12.1 Table One – Mandatory Requirement (ALL STREAMS)

Item #	Mandatory Requirement	Proposal Reference page #
M1	<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 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.

12.2.1 Essential Criteria Table - Stream 1 - Electrical Resources

Item #	Essential Criteria for Stream 1 - Electrical Resources	Offer Reference page #
ER1	The Bidder is to demonstrate that they have 5 years of experience in provision of resources providing the services similar to those defined in Section 5.1 - Electrical Resources and include the details in Section 1 of their tender.	
ER2	Using Subcontractors Form from Annex B, the Bidder is to complete and include it in Section 1 of their tender.	
ER3	<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 Section 5.1 - Electrical Resources. 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 completed Project Reference Form as an Annex to their Technical Offer and include them in Section 1 of their tender.</p>	
ER4	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.	

12.2.2 Essential Criteria Table - Stream 2 – Rough Carpentry Resources

Item #	Essential Criteria for Stream 2 - Rough Carpentry Resources	Offer Reference page #
RC1	The Bidder is to demonstrate that they have 5 years of experience in provision of resources providing the services similar to those defined in Section 5.2 - Rough Carpentry Resources and include the details in Section 1 of their tender.	
RC2	Using Subcontractors Form from Annex B, the Bidder is to complete and include it in Section 1 of their tender.	
RC3	<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 Section 5.2 - Rough Carpentry Resources. 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 completed Project Reference Form as an Annex to their Technical Offer and include them in Section 1 of their tender.</p>	
RC4	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.	

12.2.3 Essential Criteria Table - Stream 3 – Painting and Decorating Resources

Item #	Essential Criteria for Stream 3 - Painting and Decorating Resources	Offer Reference page #
PD1	The Bidder is to demonstrate that they have 5 years of experience in provision of resources providing the services similar to those defined in Section 5.3 - Painting and decorating Resources and include the details in Section 1 of their tender.	
PD2	Using Subcontractors Form from Annex B, the Bidder is to complete and include it in Section 1 of their tender.	
PD3	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 Section 5.3 - Painting and Decorating Resources. The Bidder must submit descriptions of projects delivered to three (3) separate clients within the preceding five (5) years. Bidders are requested to provide the completed Project Reference Form as an Annex to their Technical Offer and include them in Section 1 of their tender.	
PD4	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.	

12.2.4 Essential Criteria Table - Stream 4 - Floor Covering Resources

Item #	Essential Criteria for Stream 4 - Floor Covering Resources	Offer Reference page #
FC1	The Bidder is to demonstrate that they have 5 years of experience in provision of resources providing the services similar to those defined in Section 5.4 - Floor Covering Resources and include the details in Section 1 of their tender.	
FC2	Using Subcontractors Form from Annex B, the Bidder is to complete and include it in Section 1 of their tender.	
FC3	<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 Section 5.4 - Floor Covering Resources. 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 completed Project Reference Form as an Annex to their Technical Offer and include them in Section 1 of their tender.</p>	
FC4	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.	

12.2.4 Essential Criteria Table - Stream 5 - Drywall and Plastering Resources

Item #	Essential Criteria for Stream 5 - Drywall and Plastering Resources	Offer Reference page #
DP1	The Bidder is to demonstrate that they have 5 years of experience in provision of resources providing the services similar to those defined in Section 5.4 - Drywall and Plastering Resources and include the details in Section 1 of their tender.	
DP2	Using Subcontractors Form from Annex B, the Bidder is to complete and include it in Section 1 of their tender.	
DP3	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 Section 5.4 - Drywall and Plastering Resources. The Bidder must submit descriptions of projects delivered to three (3) separate clients within the preceding five (5) years. Bidders are requested to provide the completed Project Reference Form as an Annex to their Technical Offer and include them in Section 1 of their tender.	
DP4	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.	

12.0 FINANCIAL CRITERIA

Each Stream will be evaluated separately. One Contractor will be qualified in each Stream.

Only those offers that have qualified against the Technical Criteria found in the relevant sub-section of Section 12.0 of this RFT will be evaluated for financial qualification.

12.1 Financial Tables to be completed

The Bidder-completed tables from Section 13.3 - Basis of Payment, will be used to conduct the financial evaluation. The Bidder needs only to complete and include in their financial offer the table(s) relevant to the Stream(s) against which they are proposing.

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 guarantee 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

13.2.1 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).

13.2.2 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.

13.3 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 contract for construction resources to be provided on “as and when requested” basis.

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 – Electrical Resources

Bidder Name:	_____				Stream # 1: <u>Electrical Resources</u>
<u>Labour Pricing Item Description</u>					
	est. # of hrs/yr	Price/hr Yr. 1	Price/hr Yr. 2	Price/hr Yr. 3	
Regular working hours					
a) Journeyman	1200	\$_____	\$_____	\$_____	
b) Supervised Apprentice	450	\$_____	\$_____	\$_____	
c) General Labourer	200	\$_____	\$_____	\$_____	
Outside regular working hours, Monday – Friday					
a) Journeyman	25	\$_____	\$_____	\$_____	
b) Supervised Apprentice	10	\$_____	\$_____	\$_____	
c) General Labourer	5	\$_____	\$_____	\$_____	
Saturdays, Sundays and Statutory Holidays					
a) Journeyman	5	\$_____	\$_____	\$_____	
b) Supervised Apprentice	3	\$_____	\$_____	\$_____	
c) General Labourer	2	\$_____	\$_____	\$_____	
<u>Parts and Materials</u>					
	est. \$/yr	Mark-up Yr.1	Mark-up Yr.2	Mark-up Yr.3	
a) Mark up on laid down cost	\$5,000	____%	____%	____%	

13.3.2 Stream 2 – Rough Carpentry Resources

Bidder Name:	_____				Stream 2 – Rough carpentry Resources
<u>Labour Pricing Item Description</u>					
	est. # of hrs/yr	Price/hr Yr. 1	Price/hr Yr. 2	Price/hr Yr. 3	
Regular working hours					
a) Journeyman	300	\$_____	\$_____	\$_____	
b) Supervised Apprentice	30	\$_____	\$_____	\$_____	
c) General Labourer	20	\$_____	\$_____	\$_____	
Outside regular working hours, Monday – Friday					
a) Journeyman	30	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
c) General Labourer	5	\$_____	\$_____	\$_____	
Saturdays, Sundays and Statutory Holidays					
a) Journeyman	5	\$_____	\$_____	\$_____	
b) Supervised Apprentice	2	\$_____	\$_____	\$_____	
c) General Labourer	2	\$_____	\$_____	\$_____	
<u>Parts and Materials</u>					
	est. \$/yr	Mark-up Yr.1	Mark-up Yr.2	Mark-up Yr.3	
a) Mark up on laid down cost	\$1,000	____%	____%	____%	

13.3.3 Stream 3 – Painting and Decorating Resources

Bidder Name:					Stream 3 – Painting and Decorating Resources					
<u>Labour Pricing Item Description</u>					est. # of hrs/yr	Price/hr Yr. 1	Price/hr Yr. 2	Price/hr Yr. 3		
Regular working hours										
a) Journeyman					200	\$ _____	\$ _____	\$ _____		
b) Supervised Apprentice					50	\$ _____	\$ _____	\$ _____		
c) General Labourer					20	\$ _____	\$ _____	\$ _____		
Outside regular working hours, Monday – Friday										
a) Journeyman					10	\$ _____	\$ _____	\$ _____		
b) Supervised Apprentice					5	\$ _____	\$ _____	\$ _____		
c) General Labourer					5	\$ _____	\$ _____	\$ _____		
Saturdays, Sundays and Statutory Holidays										
a) Journeyman					5	\$ _____	\$ _____	\$ _____		
b) Supervised Apprentice					2	\$ _____	\$ _____	\$ _____		
c) General Labourer					2	\$ _____	\$ _____	\$ _____		
<u>Parts and Materials</u>					est. \$/yr	Mark-up Yr.1	Mark-up Yr.2	Mark-up Yr.3		
a) Mark up on laid down cost					\$500	____%	____%	____%		

13.3.4 Stream 4 – Floor Covering Resources

Bidder Name:	_____				Stream 4 – Floor Covering Resources
<u>Labour Pricing Item Description</u>					
	est. # of hrs/yr	Price/hr Yr. 1	Price/hr Yr. 2	Price/hr Yr. 3	
Regular working hours					
a) Journeyman	100	\$_____	\$_____	\$_____	
b) Supervised Apprentice	40	\$_____	\$_____	\$_____	
c) General Labourer	30	\$_____	\$_____	\$_____	
Outside regular working hours, Monday – Friday					
a) Journeyman	10	\$_____	\$_____	\$_____	
b) Supervised Apprentice	5	\$_____	\$_____	\$_____	
c) General Labourer	5	\$_____	\$_____	\$_____	
Saturdays, Sundays and Statutory Holidays					
a) Journeyman	5	\$_____	\$_____	\$_____	
b) Supervised Apprentice	2	\$_____	\$_____	\$_____	
c) General Labourer	2	\$_____	\$_____	\$_____	
<u>Parts and Materials</u>					
	est. \$/yr	Mark-up Yr.1	Mark-up Yr.2	Mark-up Yr.3	
a) Mark up on laid down cost	\$500	____%	____%	____%	

13.3.5 Stream 5 – Drywall and Plastering Resources

Bidder Name:	_____				Stream # 5: <u>Drywall and Plastering Resources</u>
<u>Labour Pricing Item Description</u>					
	est. # of hrs/yr	Price/hr Yr. 1	Price/hr Yr. 2	Price/hr Yr. 3	
Regular working hours					
a) Journeyman	70	\$_____	\$_____	\$_____	
b) Supervised Apprentice	20	\$_____	\$_____	\$_____	
Outside regular working hours, Monday – Friday					
a) Journeyman	5	\$_____	\$_____	\$_____	
b) Supervised Apprentice	2	\$_____	\$_____	\$_____	
Saturdays, Sundays and Statutory Holidays²					
a) Journeyman	2	\$_____	\$_____	\$_____	
b) Supervised Apprentice	1	\$_____	\$_____	\$_____	
<u>Parts and Materials</u>					
	est. \$/yr	Mark-up Yr.1	Mark-up Yr.2	Mark-up Yr.3	
a) Mark up on laid down cost	\$500	____%	____%	____%	

14.0 BASIS OF SELECTION

Tenders will be evaluated individually. One contract may be entered in each of the five (5) streams.

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

For each Stream, 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.

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 (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.

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

COMPANY NAME _____

STREAM _____

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.

Failure to do so will result in rejection of the 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 resources listed herein."

Signature

1.2 VERIFICATION OF INSURANCE

"We hereby certify that _____ has General Liability Insurance.

Signature

1.3 VERIFICATION OF LICENSE

"_____ hereby certifies that all our tradespeople are licensed to provide these task and activities to the full extent that may be required by provincial law in the province of Ontario.

Signature

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

Date

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 to the Bidder who bid as a joint venture to complete the certification below with the following information:

1. 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)

2. 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)

3. 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)

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

	incorporated joint venture
	contractual joint venture
	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

1.6 VERIFICATION OF EXPERIENCE

"We hereby certify that _____ have at least five (5) years of related experience in providing the resources similar in scope to the project herein described."

Signature

ANNEX A - Work Authorization Form (WAF) FOR RFT # _____

The WAF 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.

WORK AUTHORIZATION (WA) FORM		
Section A – to be completed by IC/CRC Project Authority		
WA Issue Date:		
Contractor Name:		WA No.:
CRC Project Number:		
Project Title:		
Description of Work:		
Projected Level of Effort:		
Completion Date:		
Section B – to be completed by (place a check <input type="checkbox"/> mark in the applicable box below)		
<input type="checkbox"/> CRC Project Authority (When estimated cost is provided for a period of time)	Cost:	\$
	HST:	\$
	Total Cost:	\$
<input type="checkbox"/> Contractor (When a quote is provided for a particular project from the CRC)		
Section C – to be completed by relevant Approval Authority		
Method of Payment: 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.		
APPROVED BY: (Project Authority)		
Name (Print):		
Signature:		
Date:		
ENDORSED BY: (Contracting Authority)		
Name (Print):		
Signature:		
Date:		
ACCEPTED BY: (individual authorized to sign on behalf of the Contractor)		
Name (Print):		
Signature:		
Date:		

ANNEX B - SUBCONTRACTORS FORM
FOR RFT # _____

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 (PRF)
FOR RFT # _____

NOTE: A copy of this form is be completed for each stream.

STREAM REFERENCE APPLIES TO: _____
(Print)

PROJECT No.	WORK DESCRIPTION	ORGANIZATION & LOCATION OF WORK	CONTACT NAME TEL/CELL NO. & E-MAIL ADDRESS	DATE COMPLETED & TOTAL COST
1				
2				
3				

Name of Bidder: _____
(Print)

Signature of Bidder

Date

ANNEX D – TIME SHEET
FOR RFT # _____

NOTE: This sheet is for the Bidder’s information only. No action is required.

Contractor Name: _____

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

CRC Approval Signature: _____

Date: _____