

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**PO Box 1408, Room 100**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3C 2Z1**  
**Bid Fax: (204) 983-0338**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Manufactured Trailer - Willow Creek	
<b>Solicitation No. - N° de l'invitation</b> E0209-140898/A	<b>Date</b> 2013-08-15
<b>Client Reference No. - N° de référence du client</b> CBSA	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-016-8608	
<b>File No. - N° de dossier</b> WPG-3-36110 (016)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-08-26</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hall, Marlene	<b>Buyer Id - Id de l'acheteur</b> wpg016
<b>Telephone No. - N° de téléphone</b> (204) 984-6423 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA STE 1650 635-8TH AVE S.W. CALGARY Alberta T2P3M3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

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

## **REQUEST FOR PROPOSAL MANUFACTURED TRAILER - WILLOW CREEK**

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**PART 1 - GENERAL INFORMATION****1. Security Requirement**

There is no security requirement associated with this bid solicitation.

**2. Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

**3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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 a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Manitoba**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## 6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on August 20, 2013 at 13:30 CDT at Hwy. 21 Willow Creeek Port of Entry. Bidders must communicate with the Contracting Authority no later than 12:00pm CDT on Monday **August 19, 2013** to confirm attendance and provide the name(s) of the person(s) who will attend. **Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site.**

Contracting Authority: Marlene Hall  
Tel: (204) 984-6423 E-Mail  
marlene.hall@pwgsc-tpsgc.gc.ca

Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid 2 hard copies

Section II: Financial Bid 1 hard copies

Section III: Certifications 1 hard copies

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### 1.1 Exchange Rate Fluctuation

C3011T (2010-01-11) Exchange Rate Fluctuation

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Refer to Part 1 of Appendix 1 to Annex A

#### **1.2 Financial Evaluation**

Refer to Annex B

SACC Manual Clause A0222T (2013-04-25) Evaluation of Price

### **2. Basis of Selection**

#### **2.1 To be declared responsive, a bid must:**

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and submit a completed compliance matrix at Annex A.

#### **2.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract.**

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003 The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement

### 2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

#### 3.1 General Conditions

2010A (2013-04-25) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables are **MANDATORY** and must be received on or before eight (8) weeks from date of award.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marlene Hall  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Suite 100 - 167 Lombard Ave.  
P. O. Box 1408  
Winnipeg, MB R3C 2Z1

Tel: (204) 984-6423

Fax: (204) 983-7796

E-Mail: [marlene.hall@pwgsc-tpsgc.gc.ca](mailto:marlene.hall@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract 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.

## 5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*

TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, Section B and C, to a limitation of expenditure of \$\_\_\_\_\_ *(to be inserted the amount at contract award)*. Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## 6.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

## 6.3 SACC Manual Clauses

Discretionary Audit (2010-01-11) C0705C

T1204 - Direct Request by Customer Department (2007-11-30) A9117C

Taxes - Foreign-based Contractor (2007-11-30) C2000C

## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## 10. 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 Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) Annex C, Insurance Requirements
- (f) Annex D, Site Plan
- (g) the Contractor's bid dated \_\_\_\_\_

**11. SACC Manual Clauses**

Electrical Equipment (2006-06-16) B1501C

Excess Goods (2006-06-16) B7500C

Government Site Regulations (2010-01-11) A9068C

Salvage (2008-05-12) A9039C

Prepaid Transportation Costs (2008-05-12) C5201C

**12. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### Annex A: Requirement

The Canada Border Services Agency, Port of Entry at Willow Creek, Saskatchewan, has a requirement for the supply and delivery of a mobile manufactured unit for the purpose of acting as a temporary office.

#### Compliance Matrix - Mandatory Requirements

	<p>Completion and submission of Mandatory Specification is required to be considered responsive and for your bid to be given further consideration.</p> <p>1. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.</p> <p>2. Bidders must cross reference where in their technical bid, the technical specification is located.</p> <p>Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"</p>		
	<p>Note: All work and materials herein specified must meet and maintain minimum Canadian and Provincial certification(s) and approval(s) as applicable by Industry Standards.</p>		
Item		Bidder Response: indicate how they meet the specifications addressed below/ cross-reference where this technical specification is indicated in their bid documentation	Compliant: (Yes/No)
1.	<p><b>GENERAL:</b></p> <p>i. Dimensions 16ft x 60ft (W x L) minimum @960 sq. Feet</p> <p>ii. Rooms:</p> <p>Bedrooms: 3 minimum</p> <p>Bathrooms: 2 full minimum</p> <p>Kitchen: 1 full minimum</p> <p>Closets: 1 closet/bedroom;</p> <p>Storage closets: 1 minimum</p> <p>Utility Area: dedicated washer and dryer</p>		

2.	<b>CONSTRUCTION:</b> In compliance with and labelled as :  i. CAN/CSA A277 Factory Certification of Buildings, and/or  ii. CAN/CSA Z240 MH, Manufactured Home, and  iii. Specification Name Plate,  Must be permanently affixed to the structure.		
3.	<b>MANDATORY DELIVERY: Eight (8) weeks from contract award.</b>  <b>a.) On-site delivery Willow Creek – Canada Border Services Agency (Saskatchewan Highway #21)</b>  <b>Best delivery date offered: Date: _____, 2013</b>  <b>b.) Contractor must provide all material, supplies and labour for on-site installation including blocking (CSA approved), levelling, anchoring and insulated skirting to be provided within 10 days of delivery.</b>	<b>Confirm your commitment to mandatory (a) delivery and (b) on-site installation</b>	
4.	Steel frame with hitch		
5.	Straight roof line 4/12 pitch with 7/16 roof sheathing		
6.	25 year fiberglass shingles w/full felt underlay		
7.	Insulation: Ceiling: R-40 minimum Floor: R-34 minimum Walls: R-20 minimum		
8.	Exterior wall sheathing (glued & fastened)		
9.	Maintenance free vinyl siding		
10.	2x6 construction with 7' 6" walls minimum		
11.	6 mil vapor barrier on all exterior walls		
12.	Floor joists: 2 x 10 16" O.C. minimum or I beam design		
13.	¾" floor sheathing (glued & fastened) minimum		
14.	Vaulted ceiling – living room, dining room, kitchen		
15.	½" stippled drywall ceilings		
16.	Convertible gas/propane furnace with electronic ignition		
17.	Two (2) - 36" exterior insulated doors with deadbolts		
18.	40 Imperial gallon electric HWT		
19.	Plumbed for washer, wired for dryer		
20.	100 amp electric service panel minimum		

21.	Screen/Storm on all exterior doors		
22.	Pre-finished interior doors		
23.	Low E PVC windows & sills complete with screens with metal fascia		
24.	12" side eave with venting		
25.	Exterior color coordinated metal fascia		
26.	2" Battens at wall to ceiling joint		
27.	Pre-finished vinyl drywall panels with tape seams		
28.	Dedicated receptacle for heat tape		
29.	Carbon monoxide/Smoke detectors		
30.	Trackless carpet with 7lb underlay in living room, and hallways and bedrooms		
31.	Quality cushioned vinyl or linoleum flooring (fully glued & rolled)		
32.	30" deluxe range with power range hood with fan		
33.	18 cubic ft. frost free fridge minimum		
34.	Built in Dishwasher		
35.	Solid hardwood Panel Cabinet Doors		
36.	Pantry in kitchen		
37.	Laminate countertops		
38.	Drawer in base cabinets		
39.	Bathroom exhaust fans and GFI plug in bathrooms		
40.	Tub/shower combination in each bathroom		
41.	Carriage light at all exterior doors		
42.	Window coverings for all windows		
43.	Frost free tap		
44.	Manufacturer's Warranty Specified for: a. Labour and Material (all inclusive) b. Building Envelope c. Building Structure	minimum 1 year _____ years _____ years	
45.	<b>Desirable Criteria – Preferred Options</b>  Desirable criteria are performance or characteristic elements that are considered ideal to have, but are not mandatory; nor are they considered as evaluation criterion.		<b>NOT INCLUDED FOR EVALUATION PURPOSES</b>
45a.	<b>Reference item #29</b> Vinyl or Linoleum floor covering is preferred over carpet for the living room, bedroom 2 and 3, and hallways, with a choice in the colour. (Carpet to remain in the master bedroom)		

## Annex B Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under the Contract, the Offeror will be paid firm prices, as specified below. Applicable taxes are extra, and is to be shown as a separate item on any resulting invoice if applicable.

Prices below must be firm and in Canadian funds including all costs associated with providing the requirement in accordance with Annexes A - Compliance Matrix, Canadian Customs duties, and all shipping and offloading charges, FOB destination to the Willow Creek Port of Entry, Willow Creek, Saskatchewan.

E0209-140898 Manufactured /Mobile Accommodation Unit			
<b>A</b>	Mobile Accommodation Unit		
			<b>Firm Price (Cdn)</b>
1	Modular Unit: Make/Model # Includes insulated skirting - supplied and installed	Lot Price	\$ _____

<b>B</b>	Site Installation and Set-up		
			<b>Firm Price (Cdn)</b>
	Contractor must provide all material, supplies and labour for on-site installation including blocking (CSA approved), levelling, anchoring and insulated skirting to be provided within 10 days of delivery.	Lot Price	\$ _____

<b>C</b>	Delivery on-site	<b>Firm Price (Cdn)</b>
1	FOB destination to the Willow Creek Port of Entry, Willow Creek, Saskatchewan.	\$ _____
SUB-TOTAL(A+B+C):		\$ _____
Applicable Taxes:		\$ _____

<b>TOTAL:</b>	\$ _____
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## **Annex C**

### **Insurance Requirements**

#### **1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**ANNEX D**  
**PORT OF WILLOW CREEK, SASKATCHEWAN**  
**SITE PLAN**

