

REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000148759

CLOSING DATE: September 5, 2013 **CLOSING TIME and TIME ZONE: 2:00 P.M. E.S.T.**

PROJECT TITLE: Laboratory Centre for Disease Control, Space Optimization Phase 2, 2nd Floor
(300 and 400 Wings)

Branch/ Directorate: **Corporate Services Branch, Facilities Securities Directorate, Health Canada**

FOR ADDITIONAL INFORMATION PLEASE CONTACT: Brian Spero,
Departmental Representative, Issuing Office Senior Procurement Contracting Officer
Health Canada
brian.spero@hc-sc.gc.ca
(613) 952-5146

RFP Issue Date: August 16, 2013

Delivery Instructions for Bid / Proposal:

Bid submission envelopes are to be delivered to the following address prior to, September 5, 2013, 2:00 PM E.S.T.:

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Brian Spero
RFP Reference Number #1000148759
Hours of Operation: 07h30 to 16h30 (EST)

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PART I STATEMENT of WORK

1.1 Title

Laboratory Centre for Disease Control, Space Optimization, Phase 2, 2nd Floor (300 and 400 Wings)

1.2 Introduction

Health Canada (HC) has a requirement to refurbish the 2nd floor of office space within the Laboratory Centre for Disease Control to upgrade carpet, vinyl baseboard, paint, replace or cut ceiling tiles and T-bars as required, remove or relocate thermostats as required, demolish enclosed offices, install 6 new offices (sound proof slab to slab), remove main corridor walls and remove electrical from demolished walls and install additional electrical circuits as required. Review plans and specification package for details required for fit-up.

The services required for:

Phase 2, 300 and 400 wings including connecting hallways.

The floor must be kept clean and free of any debris from construction after all work is completed during construction Phase 2 and upon project completion. All work must be completed by November 17, 2013 and arranged at a suitable time for Health Canada workers.

1.3 Objectives of the Requirement

Final objective of this project is to fully refurbish the entire floor (2nd floor, 2 Wings) as below:

The Contractor is required to remove old carpet on all floors in open areas and enclosed offices, demolish identified walls, paint all walls within all wings, install electrical into systems furniture and printer areas, replace any damaged, cut or broken ceiling tiles supplied by Health Canada for the 400 wing only, with new T-Bar and celings tiles for 300 wing, ensure that all unused materials are removed from the LCDC Building and disposed of properly, ensure the area is left clean of dust and dirt prior to release of space back to Health Canada and monitor and report project development and work to budget specifications.

1.4 Estimated Value

The total value of any contract that may result from this RFP is estimated to be between \$200,000.00 and not to exceed \$400,000.00, including all expenses and all applicable taxes.

1.5 Background, Assumptions and Specific Scope of the Requirement

The Laboratory Centre for Disease Control is located in Tunney's Pasture at 100 Eglantine Driveway, Ottawa, ON K1A 0K9. The LCDC is a laboratory building which has accommodated 96 workstations within the one floor (2 wings). Health Canada has implemented a new Fit-up/Re-fit Policy to specific departmental standards, which consists of use of the collaborative workstations. Introduction of the new departmental standards will increase the floor occupancy of the 2nd floor (2 wings) totalling 146 workstations and 2 enclosed offices and 6 quiet rooms and 1 boardroom.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Refer to Plans and Specifications packages to review all tasks, activities, deliverables and milestones.

2.2 Construction Schedule

To be discussed with the winning bidder, however it will need to be completed by November 17, 2013.

2.3 Specifications and Standards

The 2nd floor must be completed in its' entirety and will encompass the 300 and 400 wing areas as well as the connecting hallways including the installation of the systems furniture.

Phase 2 (2nd floor) will be considered complete when carpet, paint, cabling, walls demolished and installation of new rooms, electrical whips installed to support new systems furniture, damaged, cut or broken ceiling tiles replaced within the 400 wing and new grid and ceiling tiles installed on 300 wing, all communications outlets tested and floor turned over to the Facilities Management Officer for occupancy.

2.4 Technical, Operational and Organizational Environment

The Facilities Management Officer will specify periods of time in which all carpet and painting must be done after normal business hours. Low odour paint and gluing of carpet during non- business hours must be adhered to. Any drilling or noise disruption must be done after regular business hours and advanced notification given to the Facilities Management Officer to avoid disruption to scientific resources. Specifications will be explained at mandatory bidder's conference.

2.5 Method and Source of Acceptance

All cabling and electrical work will be verified by the Technical Authority to inspect and approve work, to ensure all work meets in accordance with the Ontario Building Code requirements and Health Canada standards. Health Canada will test and verify all computers, printers and phones to ensure they are in proper working condition prior to the floor being accepted by Health Canada.

2.6 Reporting Requirements

The Contractor is required to provide the following:

2.6.1 Weekly updates along with progress reports to the Facilities Management Officer as construction progresses and identify any concerns/issues with a reasonable time frame;

2.6.2 Monthly invoices outlining in detail the break-down of work performed, date and amount associated on invoices;

2.6.3 Up to date MS project reports to Facilities Management Officer and the Senior Procurement Officer with any changes or additions to project schedule.

2.7 Project Management Control Procedures

The Facility Management Officer will be responsible for the following:

2.7.1 Managing all contact with local Health Canada employees regarding move dates for construction purposes;

2.7.2 Communicating to management team on project dates, costs and any changes that may occur;

2.7.3 Monitoring progress of project through the Contractor;

2.7.4 Supplying colour boards with systems furniture finishes, requested paint and colour choices and Ceiling tiles for the 400 wing, 2nd floor only;

2.7.5 Managing all security concerns during the construction phase;

2.7.6 Ensuring all questions raised at the job showing are distributed to all bidders within 24 hours of showing.

2.8 Change Management Procedures

Any changes to the scope of work or terms of this Contract must be mutually agreed upon by the Facility Management Officer, the Senior Procurement Officer and the Contractor in writing in the form of a Contract amendment (if applicable).

2.9 Ownership of Intellectual Property

Not Applicable

3.0 Other Terms and Conditions of SOR

3.1 Authorities

The Facilities Management Officer and Technical Authority will be identified in the resulting contract.

Contracting Authority: Brian Spero (613) 954-5146, brian.spero@hc-sc.gc.ca

3.2 Heath Canada Obligations

Health Canada may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the Facilities Management Officer shall provide the Contractor with a written notification indicating the effective date and time of the suspension, the intended duration, and reason for the suspension (e.g. non-compliance of health and safety regulations, encountering unexpected contamination).

Health Canada will provide “As Built” drawings and construction drawings specified in the contract. Health Canada will provide Designate Substance Report completed in July 2013 to winning bidder.

3.3 Contractor’s Obligations

The Contractor is expected to complete the work in one complete phase (300 and 400 wings), to be completed by November 17, 2013 including installation of new systems furniture. The phase shall include monitoring the removing of the old carpet and demolishing of walls. The Contractor shall oversee the installation of new systems furniture, ensure all cabling and electrical are to code, install available industrial generic neutral gray carpet tile (must meet NMS provided) that coordinates with systems furniture with co-ordinated vinyl baseboard, paint walls with 1 neutral grey tone , Columns to be painted white, all doors and frames dark brown and two accent colours which are to be approved by the Health Canada, Facilities Management Officer. See paint plan within the drawing package for details and specification package provided.

The Contractor will be responsible for the following:

3.3.1 Carrying out services in accordance with plans and specification packages provided one buyandsell.gc.ca.

- 3.3.2 Directing all correspondence to the Facilities Management Officer or Senior Procurement Officer and shall not communicate with the client directly;
- 3.3.3 Advising the Facilities Management Officer of any changes that may affect the schedule or budget or are inconsistent with instructions or written approvals previously given and shall detail the extent of and reasons for the changes and obtain written approval before proceeding;
- 3.3.4 Ensuring 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;
- 3.3.5 Their own transportation and parking costs during the entire project life cycle;
- 3.3.6 Advising Facilities Management Officer with advance notice of when carpeting and painting is to commence to ensure ventilation is increased during that time in order to exhaust fumes;
- 3.3.7 Using available product from manufacturers to prevent any long lead times;
- 3.3.8 Will have use of electricity at no cost to the contractor when performing specified project tasks outlined in the Specification Package;
- 3.3.9 Managing attendance of sub contractors to ensure work is completed as targeted;
- 3.3.10 Tracking and completing all contract deliverables/tasks;
- 3.3.11 Monitoring the installation of new systems furniture after the renovations are complete;
- 3.3.12 Monitoring of all cabling required for the systems furniture, printer areas and enclosed offices;
- 3.3.13 Holding a construction trade license for all work they are responsible to perform for during this project;
- 3.3.14 Posting all applicable building permits at the site during the construction period; building permits will be arranged for by Facility Management Officer but paid by the Contractor;
- 3.3.15 Assuming responsibility for any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities;

3.3.16 Assuming responsibility for the security of its equipment and materials during and after working hours; Health Canada shall not be liable for any vandalism, theft or loss;

3.3.17 Notifying the Facility Management Officer of any on-site activity, and obtaining approval to gain access to the building 48 hours before entering the site;

3.3.18 Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada Codes.

The Contractor, their employees, all sub-contractors and all site visitors shall have the appropriate safety equipment and training prior to entering the Laboratory Centre for Disease Control; The Contractor is prohibited from using a camera or any type of recording device on site.

3.4 Location of Work, Work Site and Delivery Point

All work will be done at the Laboratory Centre for Disease Control, 100 Eglantine Driveway, Ottawa, Tunney's Pasture, ON. K1A 0K9.

The Contractor and their sub-contractors must use the loading dock at the rear of the building to gain access with a set schedule provided by Health Canada Facilities Management Officer.

Arrangements will be made and communicated if the Contractor is required to attend construction meetings in another location by Facilities Management Officer.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Facilities Management Officer and other departmental personnel.

3.5 Language of Work

All written notices are to be provided in both official languages (English and French). As stated in article 6.1.1(a), the *Official Languages Act* and related policies and directives are to be observed in the contracting process.

3.6 Special Requirements

The Contractor is responsible to ensure that they submit details that reflect the following Health Canada requirements regarding carpet and paint:

3.6.1 Carpeting

The Contractor is responsible to review and deliver according to the Carpet Tile Specification Annex “C”.

3.6.2 Painting

The Contractor must perform the work as stated within the Plans and Specifications package Annex “C”.

3.7 Security Requirements

There are no security requirements pertinent to this contracting process.

3.8 Insurance Requirements (Condition Precedent to Contract Award)

Contractors are responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the government is not to indemnify contractors against such risks. Normally, therefore, a general condition of every contract is that the contractors indemnify and save the Crown harmless from all manner of claims and damages. As commercial insurance is one option available to and frequently used by responsible contractors for this purpose, it should always be understood that, in the first instance, insurance is for the protection of contractors in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown.

The Contractor must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in R2910D (Insurance Terms) of the SACC Manual, and in the amount of \$5,000,000.00. If there is a conflict between the Insurance Terms of R2910D and the instructions of this RFP, the Instructions of this RFP prevail.

If the information is not provided in the tender, the Senior Procurement Officer will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Senior Procurement Officer and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

3.9 Bid Deposit

- 3.9.1 It is a MANDATORY REQUIREMENT (at the tender closing date and time) that bidders submit with their tenders a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. Failure to submit a Bid Bond or a certified cheque will result in the tender being declared non-responsive and the tender will be disqualified.
- 3.9.2 The bid deposit of the successful Bidder will be returned by Health Canada following the execution of the resulting contract and receipt by Health Canada of an acceptable Performance Bond pursuant to the applicable financial security requirement of this RFP (see 3.10 below).
- 3.9.3 The bid deposit of the unsuccessful Bidder will be returned by Health Canada after the execution of the resulting contract (awarded to the successful Bidder), or previous to such time at the discretion of the Health Canada.
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.10 Bid Financial Security

3.10.1 It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a letter from a Treasury Board approved acceptable bondable company (as referred into the list of acceptable bonding companies provided under Treasury Board Appendix L, see link to Web Site of this RFP) for proof of being bondable in accordance with R2890D (Contract Security) of the SACC Manual. Failure to submit such letter will result in the tender being declared non-responsive and the tender will be disqualified. Health Canada reserves the right to determine, at its sole discretion, whether the statements contained in the letter is to the satisfaction of Health Canada, and Health Canada shall have the right to request changes to the letter. Failure to comply with the request of the Contracting Authority within the time frame as provided in the request may result in the tender being declared non-responsive and disqualified.

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

3.11 Contract Financial Security

Without limiting the generality of the General Conditions referenced in R2890D Contract Security, the Contractor must comply with the financial security requirements specified in R2890 Contract Security, including the requirement under Treasury Board Appendix L, Acceptable Bonding Companies <http://www.tbs-sct.gc.ca/pol/doc->

eng.aspx?id=14494§ion=text#appL and provide to the Contracting Authority a performance bond and a labour and material payment bond, each in an amount that is equal to not less than 50% of the Contract Price. If Health Canada does not receive the required financial security within the specified period, Health Canada may terminate the Contract for default pursuant to the Contract default provision.

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

3.12 Travel and Living

All travel and living expenses are the responsibility of the Contractor and its sub-contractors. Health Canada takes no responsibility for any costs incurred for travel or living expenses.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

All work identified as construction is expected to last approx. 8 weeks in total and must be completed by November 17, 2013.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Please refer to Section 2.1, Tasks, Activities, Deliverables and Milestones

5.0 Required Resources or Types of Roles to be Performed

The project will require a Contractor who will oversee the entire project for Phase 2, 2nd floor, 300 and 400 wings inclusive. The Contractor will oversee and monitor work being done by the systems furniture company assigned by Health Canada and monitor cable work on behalf of Health Canada.

All personnel employed by the Contractor must be licensed for the trade they are performing within the Laboratory Centre for Disease Control.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents

- 6.1.1 Drawing Package- Annex A
- 6.1.2 Bidder's Proposal Checklist - Annex B
- 6.1.3 Specification Package- Annex C
- 6.1.4 Systems Furniture Electrical plan - Annex D

6.2 Applicable Websites

Treasury Board Appendix L, Acceptable Bonding Companies

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

Bid Bond (form PWGSC-TPSGC 504)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)

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

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

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

Insurance Terms

[http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&id=R2910D&date=2008-](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&id=R2910D&date=2008-12-12&eid=1)

[12- 12&eid=1](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&id=R2910D&date=2008-12-12&eid=1)

Certificate of Insurance (form PWGSC-TPSGC 357)

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

SACC Manual

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

PART II PROPOSAL REQUIREMENTS

7.0 Administrative Instructions for Completion of the RFP

7.1 General Information

7.1.1 Components, Language and Number of Copies

You are to submit **four** (4) written copies in either official language (English or French) of the Technical Proposal and two (2) copies of the Cost Proposals. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

- (1) 1 covering letter, signed by an authorized representative of your firm;
- (2) 4 copies of the Technical Proposal; and
- (3) 2 copies of the Cost/Price Proposal, contained in a *separate sealed envelope*.

7.1.2 Bid Validity Period

Certify below that all pricing identified in the bid/ proposal will be valid for a period of ninety (90) days from the closing date of the RFP.

Signature of Authorized Representative of the bidder

Date:

7.1.3 No Payment for Pre-Contract Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

7.2 Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be sent to the address referenced on the cover of this RFP.

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include

- The RFP reference number and
- The name of the responsible Departmental Representative

Proposals are to be submitted directly to the attention of the Departmental Representative and address shown as the “Issuing Office” on the cover page of this RFP package.

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means

Proposals sent by fax, telex, e-mail and telegraphic means will **not** be accepted.

7.4 Closing Date and Time

All proposals must be received at the location, the date and time specified on the cover page of this RFP. Proposals received after this time will be returned unopened.

7.5 Time Extension to Closing Date

Requests for a time extension to the closing date will not be considered.

7.6 Non-Compliance / Unacceptable Proposals

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non compliant.

7.7 Site Visit (mandatory)

As per M1 of the Mandatory requirements, a site visit will be conducted at the Laboratory Center for Disease Control, 100 Eglantine Driveway, Tunney's Pasture, K1A 0K9 on August 22, 2013 at 9 am.

7.8 Announcement of Successful Contractor

The name of the successful bidder will be announced on Buy and Sell only upon contract award and sign-off.

7.9 Rights of the Crown

The Crown reserves the right to:

1. Reject any or all proposals received in response to this RFP;
2. Accept any proposal in whole or in part; and
3. Cancel and/or re-issue this requirement at any time.

7.10 Contract

The successful bidder will be subject to the following Public Works and Government Services Canada, Standard Acquisition Clauses and Conditions (SACC) that can be accessed at the following website:

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

R2810D (2012-06-11) General Provisions;
R2820D (2012-06-11) Administration of the Contract;
R2830D (2010-01-11) Execution and Control of the Work;
R2840D (2008-05-12) Protective Measures;
R2850D (2010-01-11) Terms of Payment;
R2865D (2008-05-12) Delays and Changes in the Work;
R2870D (2008-05-12) Default, Suspension or Termination of Contract;
R2880D (2012-06-11) Dispute Resolution;
R2890D (2012-06-11) Contract Security;
R2900D (2008-05-12) Insurance;

Supplementary Conditions

R2910D (2008-12-12) Insurance Terms;
R2940D (2012-06-11) Fair Wages and Hours of Labour - Labour Conditions;
R2950D (2007-05-25) Allowable Costs for Contract Changes Under GC6.4.1;

7.11 Employment Equity

Not Applicable

Program requirements do not apply for the following reason:
 (X) bid is less than \$400,000;

7.12 Procurement Business Number (PBN)

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing system for all its procurement of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the Federal Government for requirements not posted on the electronic tendering service, Buy and Sell.

Visit the Contracts Canada Internet site at <http://contractscanada.gc.ca/en/busin-e.htm> for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 613-956-3440.

7.13 Order of Precedence

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by Health Canada;
- The Statement of Requirements in this RFP; and
- The terms identified in this RFP.

8.0 Technical Proposal

8.1 General Information

Your technical proposal must address all the requirements of the SOR along with requirements of the Plans and Specification package as well as demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in

Section 12.0.

Furthermore, your technical proposal should include the following:

8.2 Understanding of the Requirements

A brief statement that demonstrates that the contractor understands the requirements of the SOR, including the objectives, scope of work and deliverables.

8.3 Approach and Methodology:

8.3.1 General Approach

A description of the overall approach and strategy to this project.

8.3.2 Methodology

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

8.3.3 Work Plan / Project Schedule

Break down the work by tasks - planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and/or time line charts. A project schedule structured in weeks, reflecting milestones and deliverables, should be included.

8.3.4 Performance and Quality Control

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

8.4 Proposed Team

8.4.1 Personnel

Identify the proposed personnel, including **Site Superintendent/Lead Foreman**, who will be assigned to this contract, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is

not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/ proposal and state their relationship with the firm.

8.4.2 Contingency Plan

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. *Attach résumés.*

8.5 Contractor Profile

8.5.1 Organization

Provide background information about your company, including its legal name and the province in which the company is incorporated.

8.5.2 Relevant Work Experience

Describe your company's capacity and experience in this field.

8.5.3 References

The Bidder's must provide two verifiable references from clients where projects were of comparable scope, with similar construction requirements and standards and which also demonstrates that the Bidder meets all experience requirements with that last year.

8.6 Résumés of Personnel

Attach résumés of proposed personnel.

9.0 Cost / Price Proposal

9.1 General Information

The Price Proposal must contain a detailed breakdown of the **total quoted price**, for the 2nd Floor. The Price Proposal should address each of the following, if applicable:

9.1.1 All inclusive Firm Fixed Price for the work described in the Statement of Requirements of this RFP

\$ _____ HST \$ _____

Total including HST \$ _____

Although detailed support for the pricing is not requested at this time, you

should be prepared to substantiate the proposed rates.

9.1.2 Travel

Not Applicable

9.1.3 Other Expenses

List any other expenses which may be applicable, giving an estimated cost for each (e.g. long distance communications, reproduction, shipping, equipment, rentals, materials, etc.).

9.1.4 Goods and Services Tax / Harmonized Sales Tax

Various items in your cost proposal may be subject to GST / HST or custom duties, and this charge must be included in the cost estimates where applicable.

10.0 Enquiries

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **not later than three (3) working days prior to the bid closing date.**

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and
- the replies to such enquiries without revealing their sources,

Provided that such enquiries are received no less than three (3) days prior to the bid closing date.

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

PART III BID SELECTION PROCESS

11.0 Introduction

The following describes the mandatory criteria that will be used to evaluate the bids and the method to be used to select the winning bid.

12.0 Mandatory Requirements

12.1 Method of Evaluation

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder's proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either "Yes" or "No". Proposals not receiving "Yes" for any mandatory requirement will **not** be considered further.

12.2 Mandatory Requirements

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
Criteria	Page #	Yes	No
M1. Bidders, or their authorized representative(s) must attend a site visit scheduled on August 22, 2013 at 09:00 A.M. (Eastern Standard Time), at the Laboratory Centre for Disease Control, 100 Eglantine Driveway Bldg. #6 Tunney's Pasture, Ottawa, Ontario K1A 0K9. At least (2) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Officer (by email to: brian.spero@hc-sc.gc.ca to confirm their attendance and to provide the name of their representative(s).			
M2. The Bidder must demonstrate in their proposal they have a minimum of 8 years experience in the Construction Industry (evidence required).			
M3. The Bidder must demonstrate in their proposal the Site Superintendent or Lead Foreman has a minimum of 8 years experience in the Construction Industry (evidence required).			

<p>M4. The Bidder or the Bidder’s proposed sub-contractor’s Site Superintendent or Lead Foreman must have provided oversight services in a minimum of :</p> <p>M4.1 Two (2) painting projects (evidence required); M4.2 Two (2) carpet tiling (*see below) installation projects (evidence required); M4.3 Two (2) two electrical projects (evidence required).</p> <p>*With reference to the carpeting requirement the bidder must have completed two carpet tiling installation projects not just carpeting.</p> <p>*All these projects (M4.1, M4.2 & M4.3) must be comparable in scope of work, standards and value as described in the Statement of Work of this RFP and must have been completed within the past 8 years. Two references are required (covering all three projects referenced above (more references can be provided if needed) with a description of the project, title, organization for whom work was performed, contact name(s) and phone number(s)/facsimile and e-mail address if applicable.</p>			
<p>M5. It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. All other requirements associated with this mandatory bid deposit are detailed in Part 1, Section 3.9 of this RFP .</p>			
<p>M6. It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a letter from a Treasury Board approved acceptable bondable company for proof of being bondable in accordance with Part 1, Section 3.10 Bid Financial Security contained in this RFP.</p> <p>*Bidders please see Annex B, Bidder’s Proposal Checklist to be used before submitting your bid.</p>			

12.3 Conditions Precedent to Contract Award

Bidders are recommended to provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.			
	Page #	Yes	No
C.1 Bidders must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in Section (Insurance Conditions) Part 1, Section 3.8 of the RFP, and in the amount of \$5,000,000.00.			
C2. Bidders must provide copies of all applicable trade certifications/licenses prior to contract award.			
C3. Bidders must provide assurance that they are in compliance with and their employees have received adequate instruction in the WHIMS regulations.			
C4. Bidders must provide a valid Workplace Safety and Insurance Board (WSIB) number and clearance certificate.			
C5. The Bidder must provide a copy of their Health and Safety Policy and Program and site specific safety plan for the proposed work prior to contract award.			
C6. The Bidder must provide resumés with references indicating the names and telephone numbers for all trades persons proposed to do the work.			

13.0 BASIS OF AWARDING CONTRACT

To be declared responsive, a bid must:

- I. Comply with all the requirements of the RFP; and
 - ii. Meet all mandatory evaluation and conditions precedent to contract award criteria.
- Bids not meeting (I) or (ii) will be declared non-responsive.
 The responsive bid with the lowest total evaluated price will be selected for award of this contract.

ANNEX “B”

Bidder’s Checklist YES

M1: Have you attended the site visit?

M2: Have you demonstrated your firm has 8 yrs. experience in the construction industry (shown proof/evidence)?
 (Example: copy of incorporation certificate going back 8 yrs.)

or

Have you provided dates and references cross referenced to the projects listed to show 8 yrs. experience in the construction industry.

M3: For your Site Superintendent/Lead Foreman:

Have you demonstrated that the Site Superintendent/Lead Foreman has 8 yrs. experience in the construction industry? (Show proof/evidence)

(Example: copy of certificate of qualification, licenses, etc. going back 8 yrs.)

or

Have you provided dates & references to appropriate projects for which the Site Superintendent/Lead Foreman performed the work?

Do the dates and references go back as far as 8 years for these projects?

M4: Have you demonstrated your Site Supervisor or Lead Foreman has over-sight services for the following:

M4.1 Two (2) painting projects (evidence required)?

M4.2 Two (2) carpet **tiling** installation projects to his/her experience/projects? Make sure it is for carpet tiling and not just carpeting.

M4.3 Two (2) electrical projects cross-referenced (evidence required) to his/her experience/projects?

Have they all been completed in the past 8 years?

For all of the above, have you included two references for each (can be combined) with project descriptions, titles, organizations, contact names, phone numbers and e-mails if applicable.

M5: Have you obtained **and enclosed** your bid bond or certified cheque made out to the Receiver General of Canada in the amount of \$5,000? (See details in Part I, Section 3.9 of this RFP)

M6: Have you obtained **and enclosed** a letter from a Treasury Board approved bonding company as proof of being bondable? (See details in Part 1, Section 3.10 of this RFP)

