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A French version is available.

File No. – N° du dossier

21301-14-1963097

BID SOLICITATION

The *Privacy Act* applies to all personal information recorded in any form by the bidders in connection with any services rendered pursuant to this contract.

DEMANDE DE SOUMISSION

La *Loi sur la protection des renseignements personnels* s'applique à tous les renseignements personnels consignés par le soumissionnaire, sous quelque forme que ce soit, relativement aux services rendus en vertu du présent contrat.

Invitée - Invité		Due date – Date de limite (YYYY-MM-DD) - (AAAA-MM-DD)	
		2013-09-20	
		Time - Heure	
		14:00hres	
Bid I.D. number Numéro de la soumission	Project number Numéro de projet	Location of work Emplacement des travaux	
21301-14-1963097	550-2-345-3004	Drummond Institution	
Description of work – Description des travaux			
<p>Title – Titre: Installation of backflow prevention devices at fire protection inlets</p> <p>To perform the work as outlined in the specification and plan of M01 à M07 and specification dated July, 15 2013 which is part of this notice by providing the skilled labor, expertise, materials, transportation, machinery, equipment, accessories and all other supplies or knowledge necessary to perform the work.</p>			
<p><u>Please note the instructions to bidders on page 2.</u> <u>Veillez prendre note des instructions aux soumissionnaires à la page 2.</u></p>			
<p>From the date of award, the work will be completed within/by À compter de la date d'adjudication du contrat, les travaux devront être achevés au plus tard le</p>			
12 weeks after the granting of the contract			
For further information please contact – pour de l'information supplémentaire			Date (YYYY-MM-DD)
Issued by – Émis par			Date (AAAA-MM-DD)
Léna Desrosiers			2013-08-27
Telephone No. – N° de téléphone			
450-661-9550 local 3208			
Regional Supplies and Contracts Officer			
Email – Courriel			
Lena.desrosiers@csc-scc.gc.ca			



SPECIAL INSTRUCTIONS TO BIDDERS

- SI01 Bid Documents
- SI02 Information Requests during Solicitation Period
- SI03 Site Visit **mandatory**
- SI04 Revision of Bid
- SI05 Bid Solicitation Results
- SI06 Bid Validity Period
- SI07 Construction Documents
- SI08 Negotiations
- SI09 Bid Receiving
- SI10 Mandatory Conditions
- SI11 Security Clearance
- SI12 Commission de la Construction du Québec Notification
- SI13 Evaluation of the Contractor's Performance
- SI14 General Terms and Conditions
- SI15 Other

SI01 BID DOCUMENTS

- 1) The following documents constitute the Bid Documents:
 - (a) Bid Solicitation;
 - (b) Special Instructions to Bidders;
 - (c) General Instructions to Bidders **R2710T** (2013-04-25); and
 - (d) Bid and Acceptance Form and all related appendices.

Submission of a Bid constitutes a declaration that the Bidder has read these documents and agrees to the terms and conditions therein.

- 2) The General Instructions to Bidders are incorporated by reference and are reproduced in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC). The Manual can be consulted on the PWGSC Website at: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

SI02 INFORMATION REQUESTS DURING SOLICITATION PERIOD

- 1) Requests for information regarding the Bid Solicitation must be submitted in writing to the Authority Contracting named in the Bid Solicitation - Page 1 as soon as possible during the Solicitation Period. With the exception of the approval of alternative materials as described in **Instructions to Bidders GI16 (R2710T)**, all other information requests must be received at least **three (3) calendar days** before the Solicitation Closing Date to allow enough time to respond. It may not be possible to respond to information requests received after that date.
- 2) To ensure the consistency and quality of the information provided to Bidders, the Authority Contracting will examine each information request and decide whether or not it is appropriate to issue an amendment.
- 3) All information requests and other communications sent before the Solicitation Closing Date must be addressed **ONLY** to the Authority Contracting named in the Bid Solicitation - Page 1. Failure to comply with this condition may result in the rejection of the Bid.



SI03 SITE VISIT MANDATORY

- 1) Please note that there will be a site visit **on September, 10 2013 at 10:00**. Interested Bidders should present themselves at **Drummond Institution 2025 boul. Jean de Bréboeuf Drummondville J2B 7Z6 and ask M. Léo Gauvin**.

The site visit is **MANDATORY** for this project. If the attendance sheet is not signed by the Bidder's Representative, the bid will be rejected.

SI04 REVISION OF BID

- 1) A Bid may be revised by letter or facsimile in accordance with **GI11 of the General Instructions to Bidders (R2710T)**. The fax number to which revisions must be sent is 450-664-6615.

SI05 BID SOLICITATION RESULTS

- 1) An official letter will be sent out to all bidders in order to inform of the winning bidder and the total amount.

SI06 BID VALIDITY PERIOD

- 1) Canada reserves the right to seek an extension of the Bid Validity Period as indicated in BA04 on page 8 of the Bid and Acceptance Form. Upon receipt of a written notice from Canada, Bidders may accept or refuse the proposed extension.
- 2) If the extension mentioned in paragraph 1) of SI06 is accepted in writing by all the Bidders who submitted a Bid, Canada will continue with the evaluation of the Bids and the approval processes.
- 3) If the extension mentioned in paragraph 1) of SI06 is not accepted in writing by all the Bidders who submitted a Bid, Canada may, at its sole discretion,
 - a) continue with the evaluation of the Bids of those who accepted the proposed extension and obtain the requisite approvals; or
 - b) cancel the Solicitation.
- 4) The conditions described herein do not restrict in any way the rights of Canada under the law or under **the General Instructions to Bidders (R2710T)**.

SI07 CONSTRUCTION DOCUMENTS

- 1) When the contract is awarded, a series of construction documents (plans and specifications) on paper, signed and sealed, will be provided to the successful Contractor. Upon request, additional series up to a maximum of **1** will be provided to the Bidders at no charge. It is the Bidders responsibility to obtain other copies he may need, if any, at his own cost.



SI08 NEGOTIATIONS

- 1) If the lowest responsive Bid exceeds the amount of funding allocated by Canada for the work to be executed during the construction phase
 - a) by 15% or less, Canada may decide to exercise one of the following options:
 - (i) cancel the Solicitation; or
 - (ii) obtain additional funding and, subject to the provisions of **G112 of the General Instructions to Bidders (R2710T)**, award the contract to the Bidder who submitted the lowest responsive Bid; or
 - (iii) reexamine the scope of the work and negotiate an equivalent reduction on the price offered by the Bidder who submitted the lowest responsive Bid.
 - b) by more than 15%, Canada may decide to exercise one of the following options:
 - (i) cancel the Solicitation; or
 - (ii) obtain additional funding and, subject to the provisions of **G112 of the General Instructions to Bidders (R2710T)**, award the contract to the Bidder who submitted the lowest responsive Bid; or
 - (iii) reexamine the scope of the work and invite the Bidders who submitted a responsive Bid to the initial Solicitation to bid again.
- 2) Should Canada decide to negotiate or issue a new Bid Solicitation pursuant to subparagraphs 1) a) (iii) or 1) b) (iii), Bidders will have to use the same subcontractors and suppliers as in their initial Bid.
- 3) Should Canada decide to negotiate a reduction in the Bid Price pursuant to subparagraph 1) a) (iii), and an agreement is not reached, it may decide to exercise one of the options in subparagraph 1) a) (i) or 1) a) (ii).

SI09 BID RECEIVING

This is not a public Bid Solicitation.

The submissions by mail, by messaging or by delivery to our office(desk) will be received to the office(desk) of reception of the submissions till the hour and in the deadline in the following place:

REGULAR MAIL, EXPRESS AND DELIVERY TO OUR BIDS OFFICE

Correctional Service of Canada
Materiel Resources Division
250 Montée St-François
Laval (Quebec) H7C 1S5
Telephone: 450-661-9550 ext. 3208



DELIVERY HOURS TO OUR BIDS OFFICE ARE FROM 8 AM TO 12 NOON AND FROM 1 PM TO 3:30 PM

The following information must appear on the outside of the Bid envelope:

- Bid number: 21301-14-1963097
- Contracting Authority's Name: Léna Desrosiers
- Closing Date: 2013-09-20

N.B. CORRECTIONAL SERVICE OF CANADA (CSC) WILL NOT REIMBURSE COSTS INCURRED BY BIDDERS TO PREPARE THEIR BIDS.

LATE BIDS: CSC WILL RETURN, UNOPENED, BIDS SUBMITTED AFTER THE STIPULATED CLOSING DATE AND TIME.

SI10 MANDATORY CONDITIONS

The following documents MUST be included with your proposal. Otherwise, your bid could be rejected.

The contractor must possess a copy of his licence (RBQ), and copies of the licences of the subcontractors specified in the BA06 list below, in effect in the class bearing number 13.3 Fire extinguishing system.

Tendering papers numbered 8-9-10

Bidders will be required to sign an attendance form at the mandatory visit in order to be accepted in the tendering process.

To ensure uniformity, transparency and fairness in the evaluation of our Bids, for Bids to be responsive Bidders must obtain the Bid Documents from the "Achats et Ventes" public tendering system at www.achatsetventes.gc.ca for their bids to be admissible.

SI11 SECURITY CLEARANCE

The Contractor must submit to Technic Agent, M. Léo Gauvin the enclosed security clearance information form(s) CSC-1279 for everyone visiting the site. The forms must be faxed no later than 2 working days before the site visit either by email leo.gauvin@csc-scc.gc.ca or by fax 819-477-1592. We shall confirm you by telephone the result (profit) of the demand(request) of wanted security survey(investigation).

The originals of forms N SCC-1279 must have returned before the visit of the tenderers by mail external to the following address: regional Center of Service 250 Montée St-Francois H7C 1S5 for my attention.

Please note that all employees and subcontractors involved in executing the work will also be subject to the same security clearance and must complete the above-mentioned form.

SI12 NOTIFICATION OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

Without restricting the requirements in the General Conditions herein, the successful Contractor must **send the information listed below to the closest office of the Commission de la Construction du Québec (CCQ)** within seven (7) business days of the contract being issued.



Commission de la Construction du Québec

Mme Marie Nobert
Chef de section « Liens inter-organismes »
Direction inspection
3530 rue Jean-Talon ouest
Montréal (Québec) H3R 2G3
Tel. : 514-341-7740, Ext.: 6371
Fax : 514-736-6739
E-mail : marie-nobert@ccq.org

The information sent must include but not be limited to:

- Contract Identification Number;
- Contractor's Name;
- Description of Work;
- Location where the work will be executed;
- Contract Period;
- Price Determination (hourly rates, regular and overtime).

Or a complete copy of the contract

The Department reserves the right to verify that this requirement has been met. Should the Contractor have omitted and refuses to send the said information, the contract may be cancelled.

SI13 EVALUATION OF THE CONTRACTOR'S PERFORMANCE

Contractor's performance evaluation report

Bidders should note that the Department will evaluate the Contractor's performance during the execution of the work and when it is completed. This evaluation will be based on the quality of the execution of the work, time for completion, management of on-site health and safety and the general management of the Contractor's work in relation to the effort required by the Department's employees in the administration of the contract. If the Contractor's performance is deemed unsatisfactory, his right to submit bids for future work may be suspended indefinitely.

A completed performance evaluation report will be sent to the Contractor when the work has been completed for all the projects.

The Contractor could lose his right to bid indefinitely if he receives:

- 1) a rating of 5 or less on one of the evaluation criteria; or
- 2) an overall performance rating between 30 and 50 on two occasions.

SI14 GENERAL TERMS AND CONDITIONS

The following terms and conditions are incorporated herein:

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c. 16, the general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this solicitation, bid and any resulting contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.



The following conditions are incorporated by reference into and form part of the Bid Documents and Contract Documents:

- (a) Completed Bid and Acceptance Form and all related Appendices;
- (b) Plans and Specifications;
- (c) General Conditions:
 - (i) GC1 General Provisions R2810D (2013-04-25);
 - (ii) GC2 Administration of the Contract R2820D (2012-07-16);
 - (iii) GC3 Execution and Control of the Work R2830D (2010-01-11);
 - (iv) GC4 Protective Measures R2840D (2008-05-12);
 - (v) GC5 Terms of Payment R2850D (2010-01-11);
 - (vi) GC6 Delays and Changes in the Work R2860D (2013-04-25);
 - (vii) GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
 - (viii) GC8 Dispute Resolution R2880D (2012-07-16);
 - (ix) GC9 Contractual guarantee R2890D (2012-07-16)
 - (x) GC10 Insurance R2900D (2008-05-12);
- (d) Supplemental Conditions
- (e) Insurance Terms R2910D (2008-12-12);
- (f) Fair Wages and Hours of Labour – Labour Conditions R2940D (2012-07-16);
- (g) Allowable Costs for Contract Changes under GC6 R2950D (2007-05-25);
- (h) Schedules of Wage Rates for Federal Construction Contracts
- (i) Any amendment issued or revision of a responsive Bid, received before the Solicitation Closing Time and Date;
- (j) Any amendment incorporated by mutual agreement between Canada and the Contractor prior to acceptance of the Bid; and
- (k) Any amendment to the Contract Documents made in accordance with the General Conditions.
- (l) Method of selection - compulsory technical criteria A0031T (2010-08-16)

The Manual can be consulted on the PWGSC Website at: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

Note : If two or several acceptable submissions have the same more low cost, the acceptable submission having the price estimated most low and presenting the closest delivery date will be recommended for the allocation of a contract. If withdrawal after the granting of the contract, we shall cross to the following one tenderer.

- 2) Schedules of Wage Rates for Federal Construction Contracts are incorporated by reference and are available on the Website: http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.
- 3) The language of the Contract Documents will be the language of the Bid and Acceptance Form submitted.
- 4) Smoking Policy: In accordance with the policy of the Government of Canada which prohibits smoking in government premises, the Contractor and / or its employees shall, when carrying out their mandate in an institution, comply with the requirements of policy.

SI15 OTHER

According to the Standard Acquisition Clauses and Conditions (SACC) on Insurance Requirements R2910D, please note that we also accept insurance umbrella up to 5\$ million.

Before awarding the contract, we will ask a guaranteed performance bond of 20% of the total amount on behalf of "Correctional service of Canada" or a bank draft to the Receiver General of Canada.

The Penalty Service (Department) of Canada will hold(retain) 5 % of the value of the contract until the final acceptance.



BID AND ACCEPTANCE FORM (3 pages)

BA01 PROJECT IDENTIFICATION

- 1) Project Title: Installation of backflow prevention devices at fire protection inlets
- 2) Bid Solicitation Number: 21301-14-1963097
- 3) Project Number: 550-2-345-3004

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

- 1) Name: _____
- 2) Address: _____

3) Telephone: _____ Fax: _____

4) PBN: _____ in accordance with **GI10 of the General Instructions to Bidders (R2710T)**. **If you do not possess him (it), you can get yourselves him (it) on the following site: www.achatsetventes-buyandsell.gc.ca/fra/register**

5) Email address: _____

BA03 OFFER

1) The Bidder offers to Canada, represented by the Department of the Correctional Service of Canada, to execute the work in the above-mentioned project, according to the Bid Documents for a total Bid Amount of \$_____ excluding GST/HST.

BA04 BID VALIDITY PERIOD

1) The Bid may not be withdrawn for a period of **60 days** following the Solicitation Closing Date.

BA05 DURATION OF WORK

1) The Contractor must execute and complete the Work **WITHIN/BY 12 weeks after the granting of the contract.**

BA06 LIST OF SUBCONTRACTORS

1) The Bidder will contract the parts of the Work identified in the list of designated subcontractors below. The Bidder agrees not to make changes to the list of subcontractors without the written consent of the Departmental Representative. When the Bid was submitted, should the Bidder not have declared or have omitted some



subcontractors as requested herein, during the execution of the contract, Canada, represented by the Minister of Public Safety, may seek damages or terminate the contract.

2) The Bidder certifies that the Bids for the parts of the work listed below have been received in accordance with local Bid submission regulations. The Bidder understands that if he does not comply with these regulations and the conditions herein, his Bid will be rejected.

(1) Subcontractor:
Address:
Class of work:
.....
.....

(2) Subcontractor:
Address:
Class of work:
.....
.....

(3) Subcontractor:
Address:
Class of work:
.....
.....

(4) Subcontractor:
Address:
Class of work:
.....
.....



BA07 SIGNATURE

Name and title of the person authorized to sign on behalf of the Bidder
(please print or type)

Signature

Date

Submission of a Bid constitutes a declaration that the Bidder has read these documents and agrees to the terms and conditions therein.