

REQUEST FOR PROPOSAL (RFP)

Reference Number: 1000152526

CLOSING Date: October 8, 2013, 2:00 P.M. E.S.T.

PROJECT TITLE: Norway House Hospital Complex - Window Replacement

Branch/ Directorate: Corporate Services Branch, Capital Assets and Security 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: September 18th, 2013

Delivery Instructions for Bid / Proposal:

Bid submission envelopes are to be delivered to the following address prior to 2 P.M. E.S.T. October 8th, 2013 :

Health Canada Bid Receiving Unit
Federal Records Centre Building,
161 Goldenrod Driveway (Loading Dock),
Ottawa, Ontario K1A 0K9
Attention: Brian Spero
RFP Reference Number: 1000152526
Hours of Operation: 07h30 to 16h30 (EST)

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PART I, STATEMENT of WORK

1.0 Scope

1.1 Title Norway House Hospital Complex - Window Replacement

1.2 Introduction

The Norway House Hospital Complex is located in Norway House, Manitoba. It is in urgent need of window replacement along with the attached Clinic as defined in the Statement of Work of this RFP and the Plans and Specifications referenced herein.

1.3 Objectives of the Requirement

The objective of this contract is to provide all the labour, material and equipment required to perform work for the window replacement as depicted in Annex "A" Specifications Documents. This work will ensure the continued integrity of the windows and the against infiltration of water and moisture.

The area of work has been defined in the attached Annex "A" Specifications Documents.

1.4 Estimated Value

The total value of the contract resulting from this RFP is estimated to cost between \$150,000 and \$250,000.00 including all expenses and all applicable taxes.

1.5 Background, Assumptions and Specific Scope of the Requirement

The current windows on the Hospital and Clinic have reached the end of their useful life and require replacement. The construction phase of this project must be finalized by December 14, 2013. The Contractor will take into account the fact the facility will be continuously occupied during construction work.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Deliverables:

The work is to include removal of windows, disposal of windows, preparing wall and window framing, replacing existing windows and repairing any damage. See the attached specification in regards to the windows.

The attached Specifications and related documents shall be used as the primary source to define the scope of the requirement. Please refer to the attached documents for additional information concerning the Statement of Work.

2.2 Technical, Operational and Organizational Environment

The Contractor is to provide on site facilities as required to conduct the work and to storage material as per the specification.

The work is to be co-ordinated through the Technical Authority. At the commencement of the actual construction work the Contractor shall have external access only.

2.3 Reporting Requirements

All communications and submissions by the Contractor will be coordinated through the Technical Authority.

2.4 Project Management Control Procedures

The individual identified in the proposed contract as the Technical Authority will oversee the work to ensure the work is brought in on time and approvals required internal to Health Canada are addressed in a timely manner in conjunction with the Architectural Consultant and shall:

Provide feedback to the Contractor after each inspection.

Be available to discuss changes and work flow with Contractor, as requested.

2.5 Change Management Procedures

Change in Scope of work will require prior approval of the Technical Authority. Prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

2.6 Method and Source of Acceptance

Health Canada, or their designated representative will manage the project, and will conduct milestone inspections, and conduct meetings with the Contractor if needed. They will ensure the completion and satisfaction of the work performed against the timelines and specifications outlined in the contract.

3.0 Other Terms and Conditions of the SOW

3.1 Authorities

For the purpose of this work the following individuals will represent Health Canada

Contracting Authority:

Brian Spero, 613-952-5146
brian.spero@hc-sc.gc.ca

Technical Authority: To be determined at contract award.

Administration and Invoicing: To be determined at contract award.

3.2 Health Canada Obligations

Health Canada will provide the Contractor with access to the facilities, access to staff member(s) who will be available to coordinate the work activities and provide an escort within and around the facility as required.

Health Canada may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the Technical Authority 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 and/or encountering unexpected contamination).

3.3 Contractor's Obligations

The Contractor will be responsible for the following;

- 3.3.1 Carrying out services in accordance with approved documents and directions given by the Technical Authority.
- 3.3.2 Directing all correspondence to the Technical Authority and not communicating with the client directly.
- 3.3.3 Advising the Technical Authority of any changes that may affect the schedule or budget or are inconsistent with instructions or written approvals previously given and detailing the extent of and reasons for the changes and obtain written approval before proceeding.
- 3.3.4 Ensuring all activities performed provide for the protection of Health and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing 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 Managing attendance of sub contractors (if applicable) to ensure work is completed as targeted. And outlined in the Statement of Work and

specifications.

- 3.3.7 Tracking and completing all contract deliverables/tasks.
- 3.3.8 Holding a construction trade license for all work they are responsible to perform during this project.
- 3.3.9 Posting all applicable building permits at the site during the construction period.
- 3.3.10 Assuming responsibility of 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.
- 3.3.11 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.
- 3.3.12 Notifying the Technical Authority of any on-site activity and obtaining approval to gain access to the building 48 hours before entering the site.
- 3.3.13 Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the required work.
- 3.3.14 Title to the equipment charged against the resulting Contract shall vest with Health Canada upon payment of invoiced amounts, release of holdbacks and return of Performance, Labour and Material Payment Bonds and shall remain so vested at all times.
- 3.3.15 For each item of equipment that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority. Notwithstanding the fact that the equipment under this Contract becomes vested in Canada, Refer to Tender Documents.
- 3.3.16 The layout, location, style and finish appearance of all materials including vapour retardents, glazing, joint sealants etc... used in the window installation are to be approved by the Health Canada Technical Authority prior to installation.
- 3.3.17 All work must meet or exceed local code requirements.
- 3.3.18 Window installation, delivery, screens, interior trim, caulking, and all

required equipment supplies are included.

3.4 Location of Work, Work site and Delivery Point

The work will be delivered is Norway House, Manitoba, which is located approximately 800 kms north of the City of Winnipeg. It is accessible by all-weather road and by air.

The Contractor is required to be available for regular construction site meetings as the work progresses. All personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.

Any contract resulting from this RFP will be interpreted and governed by the laws of the Province of Manitoba.

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 Project Management / Technical Authority and other departmental personnel.

3.5 Language of Work

The work and any subsequent documents, meetings, drawings etc., must be conducted in English.

3.6 Special Requirements

Work of the Contract is to start no later than 7 days from Contract award.

Contractor and or sub-contractors are to provide Manufacturer's warranty on all material and labour performed for the work of this contract.

3.7 Security Requirements

There are no security requirements pertinent to this contract. Should Contractor personnel require access to the Health Canada site they will be escorted by the Technical Authority or their designated replacement.

3.8 Insurance Requirements

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. 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 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 \$2,000,000.00. 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 Contracting 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 Contracting Officer and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

The policy shall be written on an "All Risks" basis granting coverage's similar to those provided by the forms known and referred to in the insurance industry as "Builder's Risk Comprehensive Form" or "Installation Floater - All Risks".

WCB and Safety Program – For work in the province of Manitoba

The Bidder must provide to the Contracting Authority, prior to Contract award:

- a) a Workers Compensation Board Experience and Industry Rating Statement – Manitoba or equivalent documentation from another jurisdiction;
- b) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s) or equivalent documentation from another jurisdiction; and
- c) Certification of Recognition (COR) is mandatory for all bidder's

The Bidder must deliver all of the above documents to the Contracting Authority prior to contract award..

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 the 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 Contractor Financial Security

Without limiting the generality of the General Provisions referenced in Part II, Section 7.10 (R2810D), the Contractor must comply with the financial security requirements specified in Part II (R2890D) (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

Travel, accomodation and living expenses are the sole responsibility of the Contractor. Health Canada is not accountable for, and will not pay for any miscellaneous expenses such as travel, meals, accomodations or incidentals that may arise.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The work is to be completed no later than December 14th, 2013. The Contractor will be required to attend construction site meetings and provide review of the work in progress to ensure compliance with the plans and specification.

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

The Contractor is to provide a detailed work breakdown structure and level of effort required to carry out the work.

5.0 Required Resources

The Contractor is to provide list of all of the required resources proposed to do the work and a résumé for the Site Superintendent/Lead Foreman.

6.0 Applicable Documents and Glossary

6.1 Applicable Documents

6.1.1 Appendix A- Technical Specifications comprized of the following:

6.1.1.1 Glazing - Section 08 80 50

6.1.1.2 Tubular Plastic Windows - Section - 08 53 23

6.1.1.3 Vapour Retarders - Section - 07 26 00

6.1.1.4 Joint Sealants - Section 07 92 00

6.1.1.5 Rough Carpentry - Section 06 10 00.01

6.1.2 Annex B - Drawings and Photos (available upon request).

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=2008-12-12&eid=1>

Certificate of Insurance (form PWGSC-TPSGC 357)

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

SACC Manual

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

<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 - Optional

The site visit is optional. Bidders are requested to contact Brian Spero: brian.spero@hc-sc.gc.ca (613) 952-5146, to communicate their intention to attend. Site measurements can be taken by bidders at their own expense. Bidders can contact Norway House Hospital Maintenance Supervisor Wilfred Halcrow (204) 359-8212 to arrange a site visit.

7.8 Announcement of Successful Contractor

The name of the successful bidder will be announced on the PWGSC Electronic Bidding Site - Buy and Sell: <https://buyandsell.gc.ca/> 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, MERX™.

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;
- Public Works and Government Services Canada (PWGSC), Standard Acquisition Clauses and Conditions (SACC)
- The Statement of Work (SOW) 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 Statement of Work (SOW) and 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 and **Conditions Precedent to Contract Award** listed in Section 13.0.

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 Statement of Work (SOW), 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 - show phases, 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 project, 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. Site Superintendent/Lead Foreman. *Attach résumé.*

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.

8.6 Résumés of Personnel

Attach résumé of Site Superintendent/Lead Foreman.

9.0 Cost / Price Proposal

9.1 Bid Price

The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following, if applicable:

The Price Proposal must contain a **total quoted price**.

9.1.1 Fixed Lump Sum- For the work described in the Statement of Work.

A breakdown may be required for this project, including subcontractors. Although detailed support for the pricing is not requested at this time, you should be prepared to substantiate the proposed price.

All inclusive Firm Fixed Price

\$ _____ HST \$ _____

Total including HST \$ _____

*The above price includes any labour, supervision, material, equipment, transportation,

travel, overhead, profit and all related costs and associated costs.

9.1.2 Travel

Travel, accommodation, incidental expenses and any associated costs if required are to be incorporated into the all inclusive Firm Fixed Price referenced above.

9.1.3 Other Expenses

Not applicable

9.1.4 Harmonized Sales Tax

Various items in your cost proposal may be subject to 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 two (2) calendar 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 two (2) calendar 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
<p>M1. The Firm . The Bidder must have proven experience (within the past 5 years) in completing a minimum of two projects of a similar nature, size, scale and complexity to the requirements of the Norway House Hospital Window Replacement Project (described in this RFP):</p> <p>For all reference projects submitted the Bidder should include:</p> <ul style="list-style-type: none"> a) Name, organization, phone number and email (if available) address of client. b) Start and end date of the project. c) Description of the services provided. d) Location of where the services were provided. <p>*Any past project submitted by the bidder must have been performed by the bidder and/or any of the proposed sub-contractors. Sub-contractors must be indicated in the proposal.</p>			
<p>M2. The Bidder must have a minimum of 5 years of experience in the window installation industry.</p> <p>*This must be demonstrated in the Bidder’s proposal.</p>			

<p>M3. The Site Superintendent/Lead Foreman proposed for this project must have a minimum of 5 years proven experience overseeing window installations within the past 5 years. They must have completed a minimum of 2 projects of a similar nature, size, scale and complexity to the requirements described in this RFP. Résumé required.</p>			
<p>M4. 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>M5. 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>			

13.0 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 unless specified otherwise.

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 \$2,000,000.00.			
C2. Bidders must provide copies of all applicable trade certifications/licenses when and if trades are governed by a certification/licensing body prior to contract award upon request.			
C3. Bidders must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen’s Compensation) and covered for the duration of the project.			
C4. The Bidder must provide a copy of their Health and Safety Plan for the proposed construction work within one work week from date of contract award.			

14.0 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 “C”

Bidder’s Checklist

M1: Have you demonstrated your firm has experience within the past 5 years in completing a minimum of two projects of a similar nature, size, scale and complexity as the work described in the Statement of Work of this RFP)?

Have you provided dates and references cross referenced to the projects listed to show the work was completed within the past 5 years?

Have you provided two references as required and included the following information?

Reference #1

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

Reference #2

- a) Name, organization, phone number and email (if available) address of client.
- b) Start and end date of each project.
- c) Description of the services provided.
- d) Location of where the services were provided.

M2. Have you demonstrated your firm has a minimum of 5 years of experience in the window installation industry. Have you provided proof with dates going back 5 years on your references?

or

Have you provided a copy of your incorporation certification going back 5 years.

M3 Have you provided proof that your Site Superintendent/Lead Foreman proposed for this project has a minimum of 5 years proven experience overseeing window installation projects within the past 5 years.

Have you provided the dates the projects were completed to show proof of this?

Have you provided proof of completion of 2 projects of a similar nature, size, scale and complexity to the requirements described in this RFP.

Have you provided a copy of the resumés required?

M4 Did you submit with your bid 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.

M5. Did you submit with your bid 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.