

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Roofing Services - Yellowknife	
Solicitation No. - N° de l'invitation EW076-140516/A	Date 2013-10-01
Client Reference No. - N° de référence du client PWGSC	GETS Ref. No. - N° de réf. de SEAG PW-\$PWU-201-9960
File No. - N° de dossier PWU-3-36072 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-17	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Ho (RPC), Hector	Buyer Id - Id de l'acheteur pwu201
Telephone No. - N° de téléphone (780)497-3543 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 5101-50 Ave PO Box 518 YELLOWKNIFE Northwest Territories X1A2N4 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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- | | |
|---|----------------------|
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| (ii) GC2 Administration of the Contract | R2820D (2012-07-16); |
| (iii) GC3 Execution and Control of the Work | R2830D (2010-01-11); |

(iv) GC4Protective Measures	R2840D (2008-05-12);
(v) GC5Terms of Payment	R2550D (2010-01-11);
(vi) GC6Delays and Changes in the Work	R2865D (2013-04-25);
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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into seven parts plus attachments and annexes, as follows:

Part 1, General Information: provides a general description of the requirement;

Part 2, Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3, Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4, Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

Part 6, Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, and any other annexes.

2. Summary

Work under this roofing standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Public Works and Government Services Canada (PWGSC), to perform construction, alteration and urgent repair work to crown housing facilities as specified in the Statement of Work for PWGSC facilities that falls under PWGSC jurisdiction within the Yellowknife area. The standing offer will be issued for a term of two (2) years, estimated from January 1, 2014 to December 31, 2015, with the option to extend the Standing Offer for an additional two, one year periods. The total expenditures over the two year term is estimated at \$665,952.38.00 (GST/HST extra). This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

"The requirement is subject to the Agreement on Internal Trade (AIT)."

Contractors are hereby informed that this procurement is located in the Tlicho land claims area."

3. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C

4. Debriefing

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms and conditions of the Standing Offer and Resulting Contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

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

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Offering address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be

billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

3. Enquiries - Request for Standing Offers

All enquiries **MUST** be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of work.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Annex E - Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Financial Offer

Offerors must submit their financial offer in accordance with "Annex E - Financial Offer. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

1.1 Evaluation

1.1.1 Mandatory Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Health & Safety Requirements
- ii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iii) Insurance

1.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.

- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra.

The total estimated amount will then be reduced by a percentage equal to the total number of points assigned through evaluation of the offer in accordance with the Tlicho Agreement.

It is anticipated that three standing offers will be issued.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

3. Ranking

3.1 Up to 3 firms will be issued a standing offer.

3.2 The Value of the Work will be distributed proportionally between the ranked firms.

- Where 3 Standing Offers are authorized - 45% for the top ranked firm, 30% for the 2nd, and 25% for the 3rd.
- Where 2 Standing Offers are authorized - 60% for the top ranked firm, and 40% for the 2nd.
- Where 1 Standing Offer is authorized - 100% for the top ranked firm.

In the event that there are not 3 Standing Offers issued, the work distribution will be modified in similar proportions.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. **Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

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

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2013-06-01) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. **Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.2.1 **Health & Safety Requirements** - per attached Annex C .

2.2.2 **Insurance**, per article 3 of Part 6. (R2590D GC9 - Insurance)

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

Certificate of Insurance form - PWGSC-TPSGC 357 (06/2007) is available at web site:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at ANNEX E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-11-19)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

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

- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:
http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for two years from date of Standing Offer issuance.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two, consecutive 12 month periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch

Directorate: Real Property Contracting

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency (Departmental Representative) for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5. Identified users

The Identified User authorized to make call-ups against the Standing Offer is :
Public Works and Government Services Canada, Yellowknife, NT

6. Call-up Procedures

1. Proportional basis: call-ups shall be issued on a proportional basis such that the offeror of the highest ranked standing offer receives the largest predetermined amount of the work, the offeror of the second highest ranked standing offer receives the second largest predetermined amount of the work, etc. This call-up procedure will be followed, unless an offeror did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again or if they are unable to respond within the specified response time or provide the requisite service, then another offeror may be contacted to perform the work.

For each individual Call-Up, contractors will be approached and considered using a Distribution System. This system will track all call-ups assigned to each contractor and will maintain a running total of the Value of Business Distributed. The system will contain for each contractor an Ideal Business Distribution percentage which has been established as follows; 45% of the business for the top ranked consultant, 30% for the 2nd ranked consultant and 25% for the third ranked consultant. In the event fewer than three (3) consultants are successful, the work distribution will be modified in similar proportions. The contractor who is furthest under the ideal amount of business that they should have received in relation to the other consultant will be selected for the next call-up.

The Technical Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the SO.

Offerors estimated proportion based on Evaluation is: 45%, 30%, 25%

Solicitation No. - N° de l'invitation

EW076-140516/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu201

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

PWGSC

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(e.g. 45percent to highest ranked offer, 30 percent to next highest ranked offer and 25 percent to third highest ranked offer). They are considered competitive, and the competitive call-up authority applies.

Solicitation No. - N° de l'invitation

EW076-140516/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu201

Client Ref. No. - N° de réf. du client

PWGSC

File No. - N° du dossier

PWU-3-36072

CCC No./N° CCC - FMS No/ N° VME

7. CALL-UP INSTRUMENTPublic Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada**CALL-UP AGAINST A STANDING OFFER**
COMMANDE SUBSÉQUENTE À UNE OFFRE
PERMANENTEIn accordance with
STANDING OFFER NO.: _____Conformément à
L'OFFRE PERMANENTE No. _____Call-up no.
- No de
commandeDated _____
and the terms and conditions therein, you are
Requested to carry out the worked described below.En date du _____
Et les modalités qui y sont énumérées, vous êtes prié
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à attention:
Fax No. ()		
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux	
<div></div>	
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques <div>Signature</div>	<div>Date</div>
Departmental Representative - Représentant du ministère <div>Signature</div>	<div>Date</div>

PWGSC-TPSGC 2829 (03/2006)

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$699,250.00 (Goods and Services Tax or Harmonized Sales Tax included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority Documents

If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears on the list has priority over the wording of any document which subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements *-for Work in the Northwest Territories & Nunavut*;
 - Annex D, Periodic Usage Report Form; and
- h) the Offeror's offer Annex E, dated _____ (insert date of offer);

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of work.

13. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) 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	R2550D	(2010-01-11);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2013-04-25);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC9	Insurance	R2590D	(2011-05-16);
 - (c) Supplementary Conditions, if any;
 - (d) Fair Wages and Hours of Labour - Labour Conditions R2940D (2012-07-16);
 - (e) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
 - (f) Schedules of Wage Rates for Federal Construction Contracts;
 - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
 - 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
 - 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Website:

http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml
- NOTE:** Contractors should note that a copy of the Labour Conditions and the Fair Wage Schedule applicable to the project location must be posted at the work site in a convenient, easily accessible location.
- 4) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
 - 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

6) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

"Departmental Representative" means the Project Authority who is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

"Superintendent" or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

1. SUPPLEMENTAL CONDITIONS

INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.

1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

2. Term of Contract

2.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

3. Payment

3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
- (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
- (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the

Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.

7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

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

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Buyer ID - Id de l'acheteur

pwu201

Client Ref. No. - N° de réf. du client

PWGSC

File No. - N° du dossier

PWU-3-36072

CCC No./N° CCC - FMS No/ N° VME

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Code of Conduct Certifications - List
Annex G	Tlicho Agreement

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ANNEX A

STATEMENT OF WORK
REFER TO PDF ATTACHED

ANNEX B

.1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

Total Estimated Cost - Limitation of Expenditure: \$699,250.00 (Applicable Taxes included)

ANNEX C

MANDATORY HEALTH AND SAFETY - *for Work in the Northwest Territories & Nunavut*

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

SI13 WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
 - 1.1 a Workers' Safety and Compensation Claims Cost Summary - *Northwest Territories & Nunavut*, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers' Safety and Compensation Commission 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
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

Exemption to Generic Safety Programs (*Northwest Territories & Nunavut Territory only*) - Contractors having ten (10) or less employees do not require a written program. However, evidence of a system to manage health and safety remains a requirement.

2.) SUPPLEMENTARY CONDITIONS (SC):

SC02 Workplace Safety and Health

1. EMPLOYER/PRINCIPAL CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Safety Act and General Safety Regulations, Northwest Territories & Nunavut Territory, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 assume the role of Principal Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 assume, as the Principal Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: *after contract award, Contractor is ordered by a Change Order*

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
 - 2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

NORTHWEST TERRITORIES

Workers' Safety and Compensation
Northwest Territories and Nunavut
Prevention Services
Box 8888
Yellowknife, NT, X1A 2R3
Attention: Chief Industrial Safety Officer

Telephone: (867) 669-4418
Facsimile: (867) 873-0262

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DECLARATION

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

This company is exempt from the Northwest Territories/Nunavut Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program, on the basis that this company does not at the present time employ more than ten (10) full time employees, including those required on all current projects for all clients. By signing this Declaration the Contractor certifies they will remain in compliance with the identified AHJ's requirements regarding health and safety at the work site.

Current number of full time employees: _____

TITLE OF COMPANY OFFICER

SIGNATURE

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ANNEX D Periodic Usage Report Form

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Hector Ho	(780) 497-3510	hector.ho@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
10025 Jasper Avenue, 5th Floor Telus Plaza North
Edmonton, Alberta
T5J 1S6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLIN G

NIL REPORT: We have not done any business with the federal government for this period _____.

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E OFFER

Description of Work: General Contractor for Roofings Services Standing Offer, Yellowknife, NWT

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 60 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

-
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
 - .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
 - .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

.6 Pricing

- .1 The prices requested in the Offer are:
 - .1 hourly rates for regular hours;
 - .2 hourly rate for each hour outside of regular hours; and
 - .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 - .1 labour including supervision, allowances and liability insurance;
 - .2 tools and tackle;
 - .3 overhead and profit;
 - .4 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0800 and 1700 hours, Monday to Friday.

PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates**SCHEDULE A) Initial Year**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est Annual Quantity	Unit Price	Estimated total price
				\$ ¢	\$ ¢
1	Direct or Productive used exclusively in the work at the rate as follows: During regular working hours Monday through Friday (0800-1700);				
i)	Journeyman Carpenter Lead Hand	Per Hr	170	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	200	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	200	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	170	\$_____/hr	\$_____
v)	General Labourer	Per Hr	170	\$_____/hr	\$_____
2	Direct or Productive used exclusively in the work at the rate as follows: Outside regular working hours: Monday through Sunday including Statutory Holidays				
i)	Journeyman Carpenter Lead Hand	Per Hr	20	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	20	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	20	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	20	\$_____/hr	\$_____
v)	General Labourer	Per Hr	20	\$_____/hr	\$_____
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Miscellaneous materials and replacement parts (Except free issue) at laid down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) (which includes purchasing expenses, internal handling, G&A Expenses and profit) Excluding sales tax, sales tax to be shown as a separate item (% mark up x \$20,000. =)		\$50,000.00	_____%	\$_____
Sub Total A): Estimated Total Amount 1st Year Applicable Taxes Extra					\$_____

continued

4.1 Unit Price Schedules - Rates (continued)**SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est Annual Quantity	Unit Price	Estimated total price
				\$¢	\$¢
1	Direct or Productive used exclusively in the work at the rate as follows: During regular working hours Monday through Friday (0800-1700);				
i)	Journeyman Carpenter Lead Hand	Per Hr	170	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	200	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	200	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	170	\$_____/hr	\$_____
v)	General Labourer	Per Hr	170	\$_____/hr	\$_____
2	Direct or Productive used exclusively in the work at the rate as follows: Outside regular working hours: Monday through Sunday including Statutory Holidays				
i)	Journeyman Carpenter Lead Hand	Per Hr	20	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	20	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	20	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	20	\$_____/hr	\$_____
v)	General Labourer	Per Hr	20	\$_____/hr	\$_____
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Miscellaneous materials and replacement parts (Except free issue) at laid down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) (which includes purchasing expenses, internal handling, G&A Expenses and profit) Excluding sales tax, sales tax to be shown as a separate item (% mark up x \$20,000. =)		\$50,000.00	_____%	\$_____
Sub Total B): Estimated Total Amount 2nd Year Applicable Taxes Extra					\$_____

Continued

4.1 Unit Price Schedules - Rates (continued)**SCHEDULE C) Option year 1**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est Annual Quantity	Unit Price	Estimated total price
				\$¢	\$¢
1	Direct or Productive used exclusively in the work at the rate as follows: During regular working hours Monday through Friday (0800-1700);				
i)	Journeyman Carpenter Lead Hand	Per Hr	170	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	200	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	200	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	170	\$_____/hr	\$_____
v)	General Labourer	Per Hr	170	\$_____/hr	\$_____
2	Direct or Productive used exclusively in the work at the rate as follows: Outside regular working hours: Monday through Sunday including Statutory Holidays				
i)	Journeyman Carpenter Lead Hand	Per Hr	20	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	20	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	20	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	20	\$_____/hr	\$_____
v)	General Labourer	Per Hr	20	\$_____/hr	\$_____
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Miscellaneous materials and replacement parts (Except free issue) at laid down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) (which includes purchasing expenses, internal handling, G&A Expenses and profit) Excluding sales tax, sales tax to be shown as a separate item (<u>% mark up x \$20,000. =</u>)		\$50,000.00	_____%	\$_____
Sub Total C): Estimated Total Amount Optional year 1 Applicable Taxes Extra					\$_____

SCHEDULE D) Option year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est Annual Quantity	Unit Price	Estimated total price
				\$¢	\$¢
1	Direct or Productive used exclusively in the work at the rate as follows: During regular working hours Monday through Friday (0800-1700);				
i)	Journeyman Carpenter Lead Hand	Per Hr	170	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	200	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	200	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	170	\$_____/hr	\$_____
v)	General Labourer	Per Hr	170	\$_____/hr	\$_____
2	Direct or Productive used exclusively in the work at the rate as follows: Outside regular working hours: Monday through Sunday including Statutory Holidays				
i)	Journeyman Carpenter Lead Hand	Per Hr	20	\$_____/hr	\$_____
ii)	Journeyman Carpenter	Per Hr	20	\$_____/hr	\$_____
iii)	Carpentry Apprentice (Levels 3 & 4)	Per Hr	20	\$_____/hr	\$_____
iv)	Carpentry Apprentice (Levels 1 & 2)	Per Hr	20	\$_____/hr	\$_____
v)	General Labourer	Per Hr	20	\$_____/hr	\$_____
3	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Miscellaneous materials and replacement parts (Except free issue) at laid down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) (which includes purchasing expenses, internal handling, G&A Expenses and profit) Excluding sales tax, sales tax to be shown as a separate item (<u>% mark up x \$20,000. =</u>)		\$50,000.00	_____%	\$_____
Sub Total D): Estimated Total Amount Optional year 2 Applicable Taxes Extra					\$_____

4.1 Unit Price Schedules - Rates (continued)**4.2 TOTAL EVALUATED PRICE** (Initial 1 Year Term + 2nd Year + Optional 1st Year + Optional 2nd Year)

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE C) Optional Year 1	Sub Total SCHEDULE D) Optional Year 2	Total Evaluated Price (col.1 + col.2 + col. 3 + col. 4 = col.5)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ Applicable Taxes Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 5. It is anticipated that up to 3 standing offers will be issued to the lowest compliant offeror.

Solicitation No. - N° de l'invitation

EW076-140516/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu201

Client Ref. No. - N° de réf. du client

PWGSC

File No. - N° du dossier

PWU-3-36072

CCC No./N° CCC - FMS No/ N° VME

ANNEX F

Code of Conduct and Certifications

COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE OFFEROR'S BOARD OF DIRECTORS

NOTE TO OFFERORS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES

Annex G - Tlicho Agreement

Tlicho Agreement (2003)

The requirements of the **Tlicho Land Claims and Self-Government Agreement**

<http://mvlwb.com/files/2011/07/Tlicho-Agreement.pdf> will apply to the proposed procurement. Offerors are therefore requested to maximize aboriginal employment, subcontracting and on-the-job training opportunities, and involve local, regional and Aboriginal citizens and businesses, in carrying out the work under this project. The benefits that apply to this procurement are contained in: Chapter 26, of the Tlicho Land Claims and Self-Government Agreement.

In compliance with the requirements of Chapter 26 - Economic Measures, of the Tlicho Land Claims and Self-Government Agreement, the following conditions shall apply in the issuance of any Standing Offer resulting from this solicitation:

Contractor Selection

Any Standing Offer resulting from this solicitation will be awarded to the responsive offeror whose total assessed offer price is the lowest. In order to be considered responsive, a offer must satisfy all mandatory terms, conditions, and specifications of this solicitation document. The total assessed offer price will be used for evaluation purposes only and will be calculated by reducing the total actual offer price by a percentage equal to the total number of points assigned through evaluation of the offer in accordance with the Tlicho Agreement.

Tlicho Bid Criteria

For the portion of the work specifically undertaken in the Mòwhì Gogha Dè Nìtâàèè (NWT) area as defined in the Tlicho Land Claims and Self-Government Agreement, offers will be evaluated and allocated a range of points in accordance with the degree to which the Offeror's proposed method of carrying out the work meets the objectives of the following criteria.

In this requirement "Tlicho Representations" will allow for up to a maximum of 10% downward adjustment to a proponent's price, for evaluation purposes only, in accordance with the following Bid Criteria. This provides for socioeconomic benefits in the region.

BID CRITERIA	TOTAL AVAILABLE POINTS
(a) The existence of head offices, administrative offices or other facilities in Mòwhì Gogha Dè Nìtâàèè (NWT).	<u>2 Points</u>
(b) The employment of Tlicho First Nation labour, engagement of Tlicho First Nation professional services, or use of Tlicho suppliers Tlicho which can act as sub-contractors in assisting with the carrying out of the contract.	<u>5 Points</u>
(c) the undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Tlicho Citizens.	<u>3 Points</u>
<u>TOTAL POSSIBLE POINTS</u>	<u>10 Points</u>

For purposes of interpretation:

"Tlicho supplier" means an entity which complies with the legal requirements to carry on a business in the Northwest Territories and which is a limited company that can demonstrate that more than 50% of the company's voting shares beneficially owned and controlled by Tlicho Citizens, or is a cooperative controlled by Tlicho Citizens, or is a Tlicho Citizens' sole proprietorship or partnership.

"Tlicho Citizen" and "Tlicho First Nation" are as defined in Chapter 1 (Interpretation) of the Tlicho Land Claims and Self-Government Agreement.

"deliveries to" means "goods delivered to, and services performed in".

Evaluation and Assessment - Submission Requirements

In order for a offer to be assigned points for representations made in respect of any criterion (hereinafter collectively referred to as the "Tlicho Representations"), appropriately documented evidence of conformance with the stated objective of the criterion must be provided with the tender submission.

The Minister reserves the right to verify any information provided in the "Tlicho Representations" and that untrue statements may result in the tender being declared non-responsive.

Treatment of Representations and Warranties

The Offeror acknowledges that:

- a) the Minister relies upon the "Tlicho Representations" to evaluate offers; and
- b) the "Tlicho Representations" shall become covenants under any contract(s) resulting from this solicitation.

Contracting Policy Notice 2006-4

26.3 Government Employment and Contracts

26.3.1 Where government carries out public activities wholly or partly in Môwhì Gogha Dè Nîitâàè (NWT) which give rise to employment or other economic opportunities and government elects to enter into contracts with respect to those activities,

- (a) the Government of Canada shall follow its contracting procedures and approaches intended to maximize local, regional and Aboriginal employment and business opportunities, including the provision of opportunities for potential contractors to become familiar with bidding systems; and
- (b) the Government of the Northwest Territories shall follow its preferential contracting policies, procedures and approaches intended to maximize local, regional and northern employment and business opportunities.

Liquidated Damages

1. The contractor acknowledges that:

1.1 the bid solicitation and this Contract fall within the ambit of Tlicho Land Claims and Self-Government Agreement (the "Tlicho Agreement"); and

1.2 pursuant to Sections 26.1.1, 26.1.2, 26.3.1 (a), and 26.4.1 of the Tlicho Agreement, the bid criteria included in the bid solicitation and this contract included a request for commitments to carry out the work in a manner that meets the objectives of the following criteria:

1.2.1 the existence of head offices, administrative offices or other facilities in Môwhì Gogha Dè Nîitâèè (NWT);

1.2.2 the employment of Tlicho First Nation labour, engagement of Tlicho First Nation professional services, or use of Tlicho suppliers which can act as sub-contractors in assisting with the carrying out of the contract;

1.2.3 the undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Tlicho Citizens.

2. The contractor acknowledges and confirms that it made the following commitments in its offer for this contract (collectively the "Tlicho Representations") as contemplated in paragraph 1 above (to be completed at time of contract award):

COMMITMENT	ASSIGNED POINT
------------	----------------

2.1	
-----	--

2.2	
-----	--

2.3	
-----	--

3. The contractor acknowledges that the "Tlicho Representations":

3.1 are covenants under this contract; and

3.2 that each "Tlicho Representation" represents a percentage of the initial total contract value equal to the number of points assigned to the commitment/representation at the time of evaluation and stated in paragraph 2. above in the "ASSIGNED POINTS" column.

4. Without prejudice to any other legal or equitable rights Her Majesty may have, if at any time during the contract, the Contractor breaches any or all of the "Tlicho Representations", Her Majesty shall be entitled to set-off, from any contract monies owing to the Contractor, the applicable sum or sums identified per each "Tlicho Representation" in paragraph 3.2.

5. The Contractor further acknowledges that:

5.1 the sums in paragraph 3.2 are a genuine pre-estimate of damages arrived at through negotiation with Her Majesty. Those negotiations considered the financial, administrative and other costs, including consequential costs, of any such breach; and

5.2 The Contractor acknowledges that it has had legal advice to the full extent deemed necessary by itself. Furthermore the Contractor acknowledges that it did not act under any duress.



STATEMENT OF REQUIREMENT

General Roofing

Standing Offer Agreement

Miscellaneous Works & Urgent Repairs

Public Works and Government Services Canada
Yellowknife, Northwest Territories

October 1, 2013

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I WORK DESCRIPTION

I.1 TERMS OF REFERENCE

I.1.1 PURPOSE

- .1 The purpose of the Roofing Standing Offer is to undertake general construction, alterations, maintenance and urgent repair work, as and when required, within the following location;
 - .1 Yellowknife, Northwest Territories.
- .2 The Statement of Requirement (SOR) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) Work scope, procedures and services required to, upon SOA Call-up, deliver the complete goods and services, within the agreed to, price and schedule.

I.1.2 THE PWGSC GENERAL CONDITIONS (GC)

- .1 The Statement of Requirement (SOR) document must be used in conjunction with the General Conditions (GC) document, as the two documents are complimentary.
- .2 The SOR describes Work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the GC override the SOR Document.

I.2 GENERAL INFORMATION

I.2.1 PROJECT INFORMATION

Project Information	
Project Title:	Roofing Contractor Services
Project Location:	Yellowknife, Northwest Territories
Solicitation Number:	
PWGSC Project Number:	to be determined at time of SOA Call-up
User Department:	PWGSC
Client Representative:	to be determined at time of SOA Call-up

I.2.2 DEPARTMENTAL REPRESENTATIVES

Department	Departmental Representative
PWGSC Project Manager:	to be determined at time of SOA Call-up
PWGSC Contracting Officer:	

I.2.3 USER DEPARTMENT

- .1 The User Department referred to throughout the SOR is to be defined by Public Works and Government Services Canada (PWGSC) at the time of the Call-up.

I.3 BACKGROUND INFORMATION EXISTING CONDITIONS

- .1 Use of this Standing Offer Agreement (SOA) is for federal real property assets in the following areas of the Western Region of Canada.
 - .1 The geographical region of Yellowknife, Northwest Territories.

I.3.2 NEED

- .1 The Departmental Representative must respond to roof construction and maintenance issues as they develop in a timely fashion.
- .2 The Departmental Representative must attend to minor Works with scheduling criteria that makes it necessary to have pre-cleared Contractors.
- .3 The Departmental Representative must address urgent roof issues immediately.

I.3.3 CONSTRAINTS AND CHALLENGES

- .1 The Contractor will be required to become familiar with the Work site and obtain local information as required.
- .2 All Work must comply with federal Technical Criteria and related Standards. Reference to these documents will be made available through the Departmental Representative on Work specific basis at the time of Call-up.
- .3 Environmental conditions must be kept under control during all phases of the Work. When relevant to the Work, a Designated Substances Report will be made available outlining existing conditions.
- .4 The intent is for the Work to meet current Codes, Standards and Guidelines.
- .5 The Contractor is to cooperate and coordinate with any other contractor on site.

I.4 PROJECT DELIVERY APPROACH

I.4.1 CONSTRUCTION PHASE

- .1 The Departmental Representative will state in the SOA Call-up whether the work is to be carried out based upon a;
 - .1 Time and material bases with an upset figure or
 - .2 Fixed price quotation determined from the clearly outlined scope of Work.
- .2 Plans and Specifications or the Scope of Work provided at the time of the SOA Call-up, will be the standard source of contract information outlining the planned Works.
- .3 In the case of less complex Work the SOA Call-up scope may be described by sketch and/or narration, sketches/narration and minor scopes of work, sketches/narrations may be requested from the contractor after an inspection is conducted. These may be reviewed by a qualified person as defined by the PWGSC Project Manager.
- .4 The Contractor shall ensure full co-ordination of the Work.
- .5 Upon completion of the Work, the Contractor is to prepare and submit to the Departmental Representative as-built drawings based on site conditions if requested.

I.4.2 SPECIAL CONDITIONS

- .1 The Contractor will be required to obtain permits from the local Authority having Jurisdiction.

I.5 SUMMARY OF SERVICES

I.5.1 CONTEXT

- .1 The Contractor will be assigned the duties and responsibility of Prime Contractor when the contractor is the sole contractor on the call up work site.
- .2 The Contractor may be assigned the duties and responsibility of Prime Contractor when two or more contractors occupy the same space and time. When the Contractor is acting in the capacity of the Prime Contractor, both construction and construction supervision for services are included within the assigned Work.
- .3 The Contractor may be required to provide a full construction team as outlined in Section 3 Required Services and supplemented by the SOA Call-up documents.

- .4 The services, for Electrical and/or Mechanical contractors, will be arranged through a separate Call-up against individual standing offers, by PWGSC, on an as-required basis. Coordination, once approved by PWGSC, may be the responsibility of the Prime Contractor.
- .5 At a minimum, one qualified roofing tradespersons is required to be on the Work site when work is being undertaken. A qualified roofing tradesperson must be either a certified journeyman in a province or territory of Canada in good standing or equivalently skilled and qualified person with related roofing experience and references.
- .6 The work force may be augmented by general labourers.

I.6 EXISTING DOCUMENTATION

I.6.1 DOCUMENTS AVAILABLE FOR THE SUCCESSFUL PROPONENT (CONTRACTOR)

- .1 Copies of all Work specific documentation will be made available to the Contractor at the time of the SOA Call-up.
- .2 Limited as-built drawings and Operation & Maintenance Manuals are available on the Work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained.

I.6.2 DISCLAIMER

- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered, "As is" for the information of the Contractor.

I.7 CODES, ACTS, STANDARDS, REGULATIONS

I.7.1 GENERAL

- .1 The Work shall, unless otherwise specified, be constructed in a manner which:
 - .1 Is compliant with all applicable federal, provincial, municipal and regional laws, acts, regulations and Codes
 - .2 Minimizes disruption and interference to adjacent, occupied, spaces. Included is the prevention of transmission of noise, dust and odours using appropriate hoarding and/or scheduling of the Work.
- .2 Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
 - .1 The NRC National Building Code of Canada,
 - .2 The NRC National Fire Code of Canada,
 - .3 The NRC National Plumbing Code of Canada,
 - .4 Canada Occupational Health and Safety Regulations,
 - .5 Canada Labour Code (including latest revisions of all regulations)
 - .6 CSA S478-95 (R2007) Guideline on Durability in Buildings,
 - .7 Canadian Code for Preferred Packaging,
 - .8 Federal Fire Protection Standards,
 - .9 Treasury Board Fire Protection Standard,
 - .10 National Fire Protection Association (NFPA) standards,
 - .11 American Society for Testing and Materials (ASTM),
 - .12 American National Standards Institute (ANSI),
 - .13 Local and/or municipal codes and bylaws.
- .3 In the event of a conflict between codes, the more stringent shall take precedence.

1.7.2 PWGSC DOCUMENTS

- .1 In addition to applicable legislated codes and standards, the PWGSC documents listed below apply to this Work:
 - .1 Commissioning Manuals and Guidelines.

2 PROJECT ADMINISTRATION

2.1 GENERAL REQUIREMENTS

2.1.1 PWGSC PROCEDURES AND STANDARDS

- .1 In addition to adhering to the general project administration requirements contained in the General Procedures and Standards (GP&S) document the Contractor shall comply with the Work specific requirements as identified in the SOA Call-up.

2.2 COMMUNICATIONS AND MEETINGS

2.2.1 COMMUNICATION

- .1 If any communication with the User Department results in the need for any change to the scope of Work, quality, cost or schedule, the Contractor shall inform the Departmental Representative. No change is to be actioned without written direction from the Departmental Representative.
- .2 Correspondence
 - .1 All correspondence from the Contractor shall be distributed as directed by the Departmental Representative.
 - .2 There shall be no correspondence between occupants or users of the facility and the Contractor, unless directed by the Departmental Representative.
 - .3 The terms of the Work scope, budget or schedules must be authorized in writing by the Departmental Representative.
 - .4 All correspondence must carry the Contract name, PWGSC Project title, PWGSC Project number, File number and date.

2.2.2 MEETINGS

- .1 The Departmental Representative will arrange meetings, as required, throughout the Work.
- .2 The key Contractor's, and sub-Contractors, Key Personnel must be available to attend meetings when requested by the Departmental Representative.

2.2.3 WORK RESPONSE TIME

- .1 It is a requirement of all Work that the Key Personnel of the Contractor are personally available to attend meetings or respond to inquiries promptly.
- .2 During the Work, the Contractor's Key Personnel shall be:
 - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
 - .2 Able to respond to urgencies within one (1) hour, including those occurring during off-hours and on weekends/ holidays.
- .3 On occasion, there may be urgent, problem-solving meetings.
 - .1 The Contractor must be available to attend such meetings on the Work site within four (4) business hours.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 CONTRACTOR

- .1 The “Contractor’s Team” must be eligible to work in the territory of the Work site. The Contractor’s Team is composed of the Contractor and designated employees along with Sub-Contractors and their designated employees.
- .2 The Contractor, and Sub-Contractors, must perform the Work diligently in accordance with professional standards.
- .3 The work scope is as outlined in the SOA and SOA Call-up.
- .4 The Contractor shall:
 - .1 During the construction phases:
 - .1 Participate in construction meetings,
 - .2 Ensure Sub-Contractors attend required meetings.
 - .3 Attend site inspection meetings.

2.3.2 THE PWGSC TEAM

- .1 The PWGSC Project Manager is the Departmental Representative on site and is responsible for conveying all User Department requirements to the Contractor.
- .2 The Departmental Representative will schedule, record and distribute the record of decisions for all meetings.
- .3 The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PWGSC, the Consultant, the Contractor and User Department stakeholders
 - .1 The Departmental Representative may elect to have a specialist review at various stages of the Work. The ‘specialist review’ does not relieve the Contractor of professional responsibilities for completeness or appropriateness of Work.
- .4 The Commissioning Specialist:
 - .1 Advises the Departmental Representative on the appropriateness of the proposed Commissioning process.
 - .2 May witness verification of Systems and Integrated Systems Testing.
 - .3 May participate in warranty reviews.

2.3.3 USER DEPARTMENT

- .1 The User Department is responsible for communicating the departmental interests to the Departmental Representative.
 - .1 Unless directed otherwise, all communication with the User Department is through the Departmental Representative.
- .2 The User Department’s Security Representative, or designated alternate, is responsible for the resolution of all security issues.

3 REQUIRED SERVICES

3.1 SUMMARY OF CONSTRUCTION WORK

3.1.1 PRE-CONSTRUCTION REPORT

- .1 Undertake a pre-construction report to determine the following:
 - .1 Existing conditions, including visible issues requiring repairs/upgrades.
 - .2 Material take-off.
 - .3 Construction quote.
 - .1 The construction quote is not to include Project Management fees, Consultant fees, Risk Allowance, Escalation or GST and is in ‘Budget-Year (Current)’ dollars.

- .2 The construction quote is to include Labour, Material, Building permit and Overhead & Profit.
- .3 Upon agreement by the Departmental Representative, the construction quote may include the rental of specialty equipment required to complete the Work. This item must be included as a separate item.
- .4 Sketches/narrations may be requested from the contractor. These may be reviewed by a qualified person as defined by the PWGSC Project Manager.
- .5 Include an outline of any construction assemblies to be installed and demonstrate the new assembly's tie-in to the adjacent condition. All installations shall be as per manufacturer's recommendations.
- .6 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

3.1.2 LIST OF REQUIRED CONTRACTOR RESOURCES AND PLANT. CONSTRUCTION SERVICES

- .1 Contractor is to provide all labour, equipment and material to complete assigned Work.
- .2 The services to be provided by the Contractor will be defined in the SOA Call-up. Services may include, but shall not be limited to, the following:
 - .1 Obtain Permits (when required for the work) from the Local Authority having Jurisdiction using the documents provided in the SOA Call-up.
 - .2 Review and Submit for approval copies of all Shop Drawings.
 - .3 Prime Contractor duties, including responsibilities defined by the *NWT Safety Act*.
 - .4 Secure Work site from the general public to ensure site safety 24 hours a day, 7 days a week. All equipment, materials and tools are to be secured and protected when the site is not occupied.
 - .5 Selective Demolition and preparatory work.
 - .6 Waste Removal and disposal in an environmentally responsible manner.
 - .7 Roofing system installation and/or repair. This may also include, but is not limited to, the following:
 - .1 Insulating and Sealing.
 - .2 Skylight and/or Roof Access Hatch installation and/or repair.
 - .3 Interior carpentry patching and repair to ceilings.
 - .4 Facia, Trim, Soffit, Vent, Gutter and/or Drain installation and/or repair.
 - .5 Shingling
 - .8 Field Services and Quality Assurance of Work conducted.
 - .9 Repair to any existing conditions that may be damaged during the Work.
 - .10 Preparation and submission of As-Built drawings where requested to the Departmental Representative upon completion of the Work.
 - .11 Preparation and submission of maintenance manuals where requested to the Departmental Representative upon completion of the Work.
 - .12 Preparation and submission of warranty coverage to the Departmental Representative upon completion of the Work.
 - .13 Daily Work site Clean-up and Waste Removal.
 - .14 Project Completion Clean-up.
 - .15 Other related duties as defined in the SOA Call-up.

4 ANNEX

4.1 DEFINITIONS

4.1.1 DEFINITIONS

- .1 "Director" means Director or Superintendent of the User Department, as applicable.
- .2 "Construction employees" mean persons working for the general Contractor, the Sub-Contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .3 "Departmental Representative" means the project manager from Public Works and Government Services Canada.
- .4 "Construction limits" means the area as shown on the contract drawings that the Contractor will be allowed to work. This area may or may not be isolated from the adjacent areas of the facility.
- .5 "Specialist review" by Public Works and Government Services Canada (PWGSC), Architecture and Engineering Centre of Expertise (A&E CoE) or approved alternate: A specialist review is to ensure that the requirements of the contract are undertaken in a professional manner and that the solutions are appropriate given the background information provided. The Contractor is expected to conduct an internal Quality Assurance review prior to the Departmental Representative. The specialist review by PWGSC does not relieve the Contractor of professional responsibilities for completeness or appropriateness of Work.

4.2 ADDITIONAL CONSIDERATIONS

4.2.1 GENERAL

.1 PURPOSE

- .1 To ensure that both the Work and the Institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

4.2.2 PRELIMINARY PROCEEDINGS

- .1 Prior to the commencement of work, the Contractor will meet with Departmental Representative and User representatives to:
 - .1 Discuss the nature and extent of all activities involved in the Work.
 - .2 Establish mutually acceptable security procedures in accordance with this instruction and the Institution's particular requirements.
- .2 The Contractor will:
 - .1 Ensure that all construction employees are aware of any security requirements.
 - .2 Ensure that a copy of the security requirements, if any, is always prominently on display at the job site.
- .3 Co-operate with the User Department's personnel in ensuring that security requirements are observed by all construction employees.

4.2.3 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the Departmental Representative. Parking in other locations will be prohibited and vehicles may be subject to removal.

4.2.4 SHIPMENTS

- .1 All shipments of Work material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the Institution's own shipments. The Contractor must have his own employees on site to receive any deliveries or shipments. Departmental staff will NOT accept receipt of deliveries or shipments of any material equipment or tools.

4.2.5 WORK HOURS

- .1 Work hours are: to be defined in the SOA Call-up.

4.2.6 KEYS

- .1 Direction regarding keys will be provided to the Contractor by the Departmental Representative.
- .2 All keys are to be returned to the Departmental Representative.

4.2.7 SMOKING RESTRICTIONS

- .1 Smoking is only in an area designated by the Departmental Representative, smoking inside any unit is strictly prohibited.
- .2 Contractors and construction employees who are in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist, will be directed to leave the Work site and any costs to remedy will be the responsibility of the contractor.

4.2.8 MOVEMENT OF CONSTRUCTION EMPLOYEES ON FEDERAL PROPERTY

- .1 If available, the Departmental Representative will designate washrooms and lunchroom facilities that are available for use by the Contractor and employees at the time of the SOA Call-up.

4.2.9 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles may be subject to surveillance and inspection by User Department's staff members to ensure that established security requirements are met.

4.2.10 STOPPAGE OF WORK

- .1 The Departmental Representative may request at any time that the Contractor, his employees, Sub-Contractors and their employees leave the work site immediately.

4.2.11 COMPLETION OF CONSTRUCTION WORK

- .1 Upon completion of the construction Work or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the facility as part of the construction contract.