

**Invitation to Tender
General Service**

NCC FILE NO. **NG249**
NO DE DOSSIER DE LA CCN:

<p>ADDRESS ENQUIRIES TO: ADRESSER LES DEMANDES DE RENSEIGNEMENTS À:</p> <p>Nicole Galipeau TEL - TÉL: 613-239-5678 ext. 5191 Email : nicole.galipeau@ncc-ccn.ca</p>	<p>NCC CONTRACT NO.:</p> <p>BID CLOSING/CLÔTURE DE L'OFFRE: December 4, 2013 at 3:00 p.m. Ottawa time</p>
<p>RETURN ORIGINAL Submit tender on this form and return it to: RENOYER L'ORIGINAL Veuillez soumissionner en vous servant de la présente formule et la retourner au:</p>	<p>Senior Contract Officer – Nicole Galipeau National Capital Commission 202-40 Elgin St. Ottawa, ON K1P 1C7</p> <p>Reference no. NG249</p>
<p>DESCRIPTION OF SERVICES: Rideau Hall Sprinkler Upgrade – Phase 3</p>	<p>DELIVERY LOCATION: Ottawa, Ontario</p>

There is a public opening scheduled for December 4, 2013 in room 306 at 40 Elgin Street in Ottawa shortly after 3 p.m.

1. OFFER

- 1.1. The undersigned tenderer (hereinafter called the "Contractor" hereby offers to the National Capital Commission to furnish all necessary tools, plant services, materials and labour to execute and complete in a careful and workmanlike manner the work as set out under the "Description of Works" hereon, which is more particularly described in the Plans and Specifications attached for the **all-inclusive unit prices** as set out in clause 3 of this document t.

2. GENERAL AGREEMENT The Contractor agrees:

- 2.1. To commence work upon notification to commence work and complete the work **no later than March 21, 2014.**

MANDATORY SITE VISIT Bidders are invited to attend at their cost a mandatory site visit on November 26, 2013 at 10:00 a.m. at NCC site office located on Rideau Hall grounds, access from Princess Road gate.

Contractors shall confirm their attendance and names of those who will be attending at least 24 hours prior in order to gain site access with Ronald Drummond, by phone at 613-239-5678 ext. 4006 or by email at ronald.drummond@ncc-ccn.ca

- 2.2. to provide at his own cost the following securities:

- (a) with tender to ensure entry into contract a bid bond from an acceptable company, a certified cheque made payable to the National Capital Commission or "Cash" in the amount of **10%**;
- (b) upon notification of acceptance of tender if requested to do so, a Performance Bond for **50%** of the value of the contract and a Payment of Labour and Material Bond for **0%** of the value of the contract or "Cash" in the amount of **20%**.

- 2.3. that this Offer and Agreement, the Plans and Specifications referred to in Clause 1 above, the instructions to bidders, the general conditions, occupational health and safety requirements, fair wages and hours of labour conditions (http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml), and all Addenda shall be and are the complete tender and this offer is made subject to the provisions contained therein.

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- 2.4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 60 days from the Tender Closing Time shown hereon, and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the NCC
- 2.5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the NCC, constitute a binding contract between the Contractor and the NCC.
- 2.6. Bonds shall be in an approved form, properly completed, with original signature(s) and issued by an approved company whose bonds are acceptable to the NCC either at the time of solicitation closing or as identified on the list displayed at the following Website: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12027§ion=text#L>

3. TENDER

- 3.1. The Contractor agrees that the following is (are) the **all-inclusive unit prices excluding taxes** referred to in clause above.

All-inclusive Lump Sum Price (excl. taxes)	\$
OHST 13%	\$
TOTAL	\$

- 3.2. Basis of award will be the bidder who meets all terms and conditions and provides the lowest total amount including taxes. Lowest or any tender NOT necessarily accepted. The NCC reserves the right to cancel this tender and/or re-issue the tender in its original or revised form. The Commission also reserves the right to negotiate with the successful tenderer and/or all tenderers.
- 3.3. Enquiries regarding this tender must be submitted in writing as early as possible within the solicitation period to the Senior Contract Officer, Nicole Galipeau by email at nicole.galipeau@ncc-ccn.ca or by facsimile at 613-239-5007, and the telephone number is 613-239-5678 ext. 5191. Enquiries should be received no later than seven (7) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer named above. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.

- 4. The attached the General Conditions (9 pages), the Occupational Health and Safety Requirements (5 pages), Security Requirements (2 pages) and the Direct Payment and Tax Information Form (2 pages) will form part of the resulting contract.

5. SECURITY REQUIREMENTS

Since the National Capital Commission (NCC) complies with the provisions of the Policy on Government Security, the Contractor shall ensure that none of the Employees of the Contractor and others for whom the Contractor is responsible and who are to perform the Contractor's obligations under this Contract constitute a security risk and shall, at the request of the NCC, ensure that all Employees of the Contractor and others for whom the Contractor is responsible who are to perform the Contractor's obligations under this Contract complete the NCC's security screening process in order that the NCC may obtain a security assessment of that person before accessing any site included in this Contract.

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For this contract, it was determined that the NCC shall require **Site Access status**. A credit check can be performed when the duties or task to be performed require it or in the event of a criminal record based on this type of offence. Refer to the attached 2 page Security Requirement document.

I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price:
_____ (Bidder to enter number of addenda issued, if any)

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).

Contractor's Name and Address – Nom et adresse de l'entrepreneur

Print Name - Nom en caractère d'imprimerie

Signature

Date

Witness Signature – Signature du témoin

Telephone no. /No. de téléphone : _____

Fax no. / No. de télécopieur : _____

Email / Courriel : _____

Accepted & executed on behalf of the NCC this _____ day of _____, 2013 in the presence of

**NCC CONTRACT OFFICER SIGNATURE / SIGNATURE
DE L'AGENT AUX CONTRATS DE LA CCN**

**WITNESS SIGNATURE /
SIGNATURE DU TÉMOIN**

INVOICING:

Send the original invoice and 1 copy to:

**Accounts Payable
National Capital Commission
202-40 Elgin Street
Ottawa, ON K1P 1C7**

Or by email at the following address: payables@ncc-ccn.ca

FACTURATION :

Envoyer la facture originale et 1 copie par la poste à :

**Comptes Payables
Commission de la capitale nationale
40 rue Elgin, pièce 202
Ottawa, ON K1P 1C7**

Ou par courriel à l'adresse suivante: payables@ncc-ccn.ca .

To ensure prompt payment, please prepare your invoice in accordance with the prices quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the Purchase Order number.

Afin de vous assurer d'un règlement rapide, veuillez préparer votre facture selon les prix cotés. Des erreurs dans la facturation peuvent causer des retards de paiement. Nous vous prions de soumettre votre facture à l'adresse mentionnée ci-dessus et indiquer clairement le numéro de bon de commande.

SPECIFICATION

RIDEAU HALL

Sprinkler Upgrade Phase 3

Tender file: NG249

1 GENERAL

1.1 SCOPE OF WORK

- .1 The work forming part of this project shall include:
 - .1 Correction of identified deficiencies.
 - .2 Replacement of outdated sprinklers where shown.
 - .3 Testing of exposed mechanical joints on system for leaks.
 - .4 Creation of as-built drawings for the sprinkler systems where piping is accessible. Drawing shall indicate location and size of piping, drain valve, sprinklers and other components installed on the system.
- .2 Departmental Representative contact:
 - .1 Ron Drummond – (613) 239-5678 / (613) 295-3379

1.2 PRECEDENCE

- .1 For Federal Government projects, Division 01 Sections take precedence over technical specification sections in other Divisions of the Project Manual.

1.3 MINIMUM STANDARDS

- .1 Materials shall be new and work shall conform to the minimum applicable standards of the National Building Code of Canada 2010 (NBC) and all applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement shall apply.

1.4 WORK ZONE LOCATIONS AND IDENTIFICATION

- .1 Contractor shall be responsible and assume the role of “Principal Contractor” for all work zone locations.

1.5 TAXES

- .1 Pay all taxes properly levied by law (including Federal, Provincial and Municipal).

1.6 FEES, PERMITS AND CERTIFICATES

- .1 Pay all fees and obtain all permits. Provide authorities with plans and information for acceptance certificates.

1.7 FIRE SAFETY REQUIREMENTS

- .1 Comply with the National Building Code of Canada 2010 (NBC) for fire safety in construction and the National Fire Code of Canada 2010 (NFC) for fire prevention, firefighting and life safety in building in use. Retain all fire safety documents and standards on site.
- .2 Welding and cutting:
 - .1 Before welding, soldering, grinding and/or cutting work, obtain a permit from the Departmental Representative. Store flammable liquids in approved CSA containers ; no open flame shall be used unless authorized by the Departmental Representative.

- .2 At least 48 hours prior to commencing cutting, welding or soldering procedure, provide to Departmental Representative:
 - .1 Notice of intent, indicating devices affected, time and duration of isolation or bypass.
 - .2 Completed welding permit.
 - .3 Return welding permit to Departmental Representative immediately upon completion of procedures for which permit was issued.
- .3 A fire watcher shall be assigned when welding or cutting operations are carried out in areas where combustible materials within 10m may be ignited by conduction or radiation.
- .4 Where work requires interruption of fire alarms or fire suppression, extinguishing or protection systems:
 - .1 Provide watchman service in general, watchman service is defined as an individual conversant with Fire Emergency Procedures, performing fire picket duty within an unprotected and unoccupied (no workers) area once per hour.
- .5 Immediately upon completion of work, restore fire protection systems to normal operation and verify that all devices are fully operational.
- .6 Inform fire alarm system monitoring agency and local Fire Department immediately prior to isolation and immediately upon restoration of normal operation.

1.8 FIELD QUALITY CONTROL

- .1 Carry out Work using qualified licensed workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
- .2 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licensed workers.
- .3 Determine permitted activities and tasks by apprentices, based on level of training attended and demonstration of ability to perform specific duties.

1.9 SUBMITTALS

- .1 All submittals shall be electronic.
- .2 Hard copies (2) of the Operations and Maintenance manuals shall be provided along with the electronic copy and shall include:
 - .3 Warranty letter.
 - .4 Copy of all reviewed shop drawings.
 - .5 As-built drawings.

1.10 HAZARDOUS MATERIALS

- .1 Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and the provision of Material Safety Data Sheets (MSDS).

1.11 TEMPORARY UTILITIES

- .1 Existing power services required for the work, may be used by the Contractor without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .2 Notify the Departmental Representative and utility companies of intended interruption of services. Obtain requisite permission.
- .3 Give the Departmental Representative 48 hours notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. Keep duration of these interruptions to a minimum.

1.12 REMOVED MATERIALS

- .1 Unless otherwise specified, materials for removal become the Contractor's property and shall be taken from site.

1.13 PROTECTION

- .1 Protect finished work against damage until take-over.
- .2 Protect adjacent work against the spread of dust and dirt beyond the work areas
- .3 Protect contractor forces and other users of the site from all hazards.

1.14 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to the normal use of the site. Make arrangements with Departmental Representative to facilitate work as stated.
- .2 Maintain existing services to building.
- .3 Protect portions of the existing building from damage, safety hazards and overloading of existing equipment.
- .4 Where security is reduced by work provide temporary means to maintain security. Provide temporary enclosures for door and window openings as required to secure the building.
- .5 Washroom facilities will be assigned by Contractor's personnel during the course of the work.
- .6 Protect work temporarily until permanent enclosures completed.
- .7 Parking will be available on the Site.

1.15 SITE STORAGE

- .1 The Departmental Representative will assign storage space on the Site. Equip and maintain Storage areas to approval of Departmental Representative. Security of storage area shall be the responsibility of the contractor.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interfere with operations of Departmental Representative or other contractors.

- .4 Obtain and pay for use of additional storage or work areas needed for operations.

1.16 CUT PATCH AND MAKE GOOD

- .1 Cut existing surfaces as required to accommodate new work.
- .2 Remove all items so shown or specified.
- .3 Patch and make good surfaces cut, damaged or disturbed, to Departmental Representative's approval. Match existing material, color, finish and texture.
- .4 Install ULC listed firestops and smoke around pipe, ductwork, cables, and other objects penetrating fire separations to provide fire resistance not less than the fire resistance rating of surrounding floor, ceiling, and wall assembly.

1.17 EXAMINATION

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions.
- .2 Provide photographs of surrounding properties, objects and structures liable to be damaged or be the subject of subsequent claims.

1.18 SIGNS

- .1 Provide common-use signs related to traffic control, information, instruction, use of equipment, public safety devices, etc., in both official languages or by the use of commonly understood graphic symbols to the Departmental Representative's approval.
- .2 No advertising will be permitted on this project.

1.19 BUILDING SMOKING ENVIRONMENT

- .1 Smoking is not permitted in the Building at any time during the work. Obey smoking restrictions on building property.

1.20 DUST CONTROL

- .1 Provide dust tight screens or partitions to localize dust generating activities, and for the protection of workers and finished areas of work.
- .2 Maintain and relocate protection until such work is complete.
- .3 Protect all completed areas within the building with 0.102 mm thick polyethylene film during construction.

1.21 SCHEDULING

- .1 On award of contract submit detailed bar chart construction schedule for work, indicating anticipated progress stages within time of completion. When schedule has been reviewed by the Departmental Representative, take necessary measures to complete work within scheduled time. Do not change schedule without notifying Departmental Representative.

- .2 Unless otherwise indicated, carry out work during "regular hours" Monday to Friday from 07:00 to 16:00 hours and on Saturdays, Sundays and statutory holidays.
 - .1 Work in kitchen shall be done after 14:00.

1.22 COST BREAKDOWN

- .1 Before submitting first progress claim submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative cost breakdown will be used as the basis of progress payments.

2 Products

2.1 Not Used.

- .1 Not used.

3 Execution

3.1 Not Used.

- .1 Not Used.

END OF SECTION

1 GENERAL

1.1 REFERENCES

- .1 National Building Code of Canada (NBCC)
 - .1 NBCC-2010.
- .2 National Fire Protection Association (NFPA)
 - .1 NFPA 13-2010, Standard for the Installation of Sprinkler Systems.

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 00 10 - General Instructions.
- .2 Product Data:
 - .1 Provide manufacturer's printed product literature and data sheets for equipment and systems, applicable series designation or style and include product characteristics, performance criteria, physical size, finish and limitations.
- .3 Shop Drawings:
 - .1 Sprinklers.
 - .2 Piping and fitting.
 - .3 Hangers.
- .4 Manufacturers' Instructions:
 - .1 Instructions: provide manufacturer's installation instructions.

1.3 CLOSEOUT SUBMITTALS

- .1 Provide maintenance data for incorporation into manual specified in Section 01 00 10 - General Instructions.
- .2 Provide:
 - .1 Contractor's Material and Test Certificate for aboveground piping, in accordance with NFPA 13.
 - .2 Warranty letter.

1.4 QUALITY ASSURANCE

- .1 Qualifications:
 - .1 Installer: company or person specializing in dry sprinkler systems with documented experience.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- .1 Extra Materials:
 - .1 Provide maintenance materials in accordance with Section 01 00 10 - General Instructions.
 - .2 Provide spare sprinklers and tools in accordance with NFPA.

1.6 DELIVERY, STORAGE AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.

- .2 .Delivery and Acceptance Requirements:
 - .1 Deliver materials to site in original factory packaging, labeled with manufacturer's name, address.
- .3 Packaging Waste Management: remove for reuse and return of pallets, crates, padding, and packaging materials.

2 PRODUCTS

2.1 ENGINEERING DESIGN CRITERIA

- .1 Design system in accordance with NFPA 13, using following parameters:
 - .1 Hazard:
 - .1 Light hazard.
 - .2 Pipe size and layout:
 - .1 Pipe schedule sizing design.
 - .2 Sprinkler layout: to NFPA 13 and as shown on drawings.

2.2 PIPE, FITTINGS AND VALVES

- .1 Pipe:
 - .1 Ferrous: to NFPA 13.
 - .2 Piping shall be schedule 40.
- .2 Fittings and joints to NFPA 13:
 - .1 Ferrous: threaded, welded, flanged or roll grooved.
- .3 Pipe hangers:
 - .1 ULC listed for fire protection services.

2.3 SPRINKLERS

- .1 General: to NFPA 13 and ULC listed for fire services.
 - .1 Upright bronze.
 - .2 Pendant semi-recessed chrome glass bulb type.
 - .3 Concealed white.
 - .4 Sidewall horizontal and vertical, chrome glass bulb type.
- .2 Concealing Ring:
 - .1 Where a concealed sprinkler is replaced and the opening in the ceiling is larger than the plate of the new sprinkler, provide a concealing ring painted the same colour as the ceiling to cover the opening around the sprinkler. The ring shall be secured to the ceiling and shall be a single piece without splits constructed of non-combustible material. Contractor shall provide sample of proposed ring for approval prior to use.

3 EXECUTION

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

3.2 INSTALLATION

- .1 Install, inspect and test to acceptance in accordance with NFPA 13.
- .2 Testing to be witnessed by Departmental Representative from NCC.

3.3 FIELD QUALITY CONTROL

- .1 Field Testing:
 - .1 Following work, system shall be air tested. Record loss in pressure, if any, over the first 2 hours at 15 minute intervals.

3.4 CLEANING

- .1 Remove surplus materials, excess materials, rubbish, tools and equipment.

END OF SECTION

Deficiency Types:

THIRD FLOOR / ATTICS			
CODE	LOCATION	DEFICIENCY	SOLUTION
1.	Attic 3162	A sprinkler at the door is obstructed by ducts and a beam which are greater than 1200 mm wide.	Install a sprinkler below the obstruction.
2.	Corridor 3171	Three ceiling pockets at doors not provided with sprinkler protection.	Add one sprinkler in each pocket.
3.	Washroom 3120	No sprinkler coverage at shower.	Add one sprinkler closer to the window.
4.	Washroom 3126	A sprinkler is more than 550 mm from the skylight.	Relocate the sprinkler 100 mm to 150 mm from the skylight.
5.	Attic 3166	Wire is strung / attached to sprinkler piping.	Remove the wire from the sprinkler pipe.
6.	Attic 3166	Wire is strung / attached to sprinkler piping.	Remove the wire from the sprinkler pipe.
7.	Closet 3133	An upright sprinkler is installed perpendicular to the pipe.	Reinstall sprinkler with arms parallel to pipe.
8.	Room 3184	A sprinkler is obstructed by ducts and piping.	Replace sprinkler with pendent sprinkler and relocate away from ducts.
9.	Closets in room 3134	No sprinkler coverage in room or closets.	Add two sprinklers at ceiling and one sprinkler in each closet.
10.	Closets in room 3306	No sprinkler coverage in closet.	Add one sprinkler.
11.	Room 3306	Two concealing plates are painted.	Replace two sprinklers.
12.	Closet 3305	No sprinkler coverage in closet.	Add one sprinkler in the closet.
13.	Rooms 3308, 3310, & 3312	Rooms have merged as part of attic. Current sprinkler coverage is inadequate.	Remove three concealed sprinklers and add three new upright sprinklers along ceiling of attic.
14.	Corridor 3371	Two concealing plates are painted.	Replace two sprinklers.
15.	Room 3314	Two concealing plates are painted.	Replace two sprinklers.
16.	Attic 3362	Sprinkler piping is improperly supported.	Reinstall one hangar.
17.	Attic 3362	Wire is strung / attached to sprinkler piping.	Remove the wire from the sprinkler pipe.

SECOND FLOOR

CODE	LOCATION	DEFICIENCY	SOLUTION
1.	Stairwell 2192	An upright sprinkler is installed too close to a wall and perpendicular to the pipe.	Relocate sprinkler and reinstall with arms parallel to pipe.
2.	Corridor 2171	No sprinkler in window well.	Add one sprinkler.
3.	Room 2138	Two sidewall sprinklers are obstructed by storage.	Relocate stored material to maintain 450 mm below sprinklers.
4.	Stairwell 2192	No sprinkler protection at door to tent room balcony.	Add one sprinkler.
5.	Room 2506	A horizontal sidewall sprinkler is installed in a vertical fashion.	Replace one sprinkler.
6.	Room 2512	A sprinkler is obstructed by a light.	Relocate one sprinkler.
7.	Stairwell 2191	A sprinkler is too far from a wall.	Add one sprinkler.
8.	Room 2104	A sidewall sprinkler is installed below some ducts but is too far from the ceiling.	Add one sprinkler above ducts.
9.	Room 2102	A sprinkler is too far from a wall.	Add one sprinkler.
10.	Room 2102	Two sprinklers are too far from a wall.	Relocate two sprinklers.
11.	Room 2102	A sprinkler below a duct is obstructed by another duct.	Relocate one sprinkler.
12.	Room 2102	Three sprinklers are too far from a wall.	Relocate three sprinklers.
13.	Room 2102	No sprinkler coverage in corner of room.	Add one sprinkler.

GROUND FLOOR

CODE	LOCATION	DEFICIENCY	SOLUTION
1.	Freezer 1107	No sprinkler protection in freezer	Add one dry pendent in freezer.
2.	Room 1104	A sprinkler is too far from a door.	Relocate one sprinkler.
3.	Room 1104	A sprinkler is too far from a door.	Relocate one sprinkler.
4.	Room 1109	A skylight is not provided with sprinkler protection.	Add one sprinkler.
5.	Room 1109	Concealed sprinkler missing concealing plate.	Replace one sprinkler.
6.	Room 1118	A vertical sidewall is not installed parallel to the wall on which it is mounted.	Reinstall one sprinkler.
7.	Room 1118	Two vertical sidewall sprinklers are too far from a wall.	Add two sprinklers.
8.	Room 1123	No sprinkler protection in room.	Add one sprinkler.
9.	Room 1204	Concealed sprinkler missing concealing plate.	Replace one sprinkler.
10.	Stairwell 1191	A sprinkler is obstructed by a light fixture.	Relocate one sprinkler.
11.	Room 1192	A sidewall sprinkler below the stairs is improperly installed.	Replace one sprinkler with an upright sprinkler.
12.	Room 1204	Six skylights are not provided with sprinkler protection.	Add one sprinkler in each skylight.
13.	Room 1202	A sprinkler is too far from a wall.	Add one sprinkler.
14.	Room 1271	No sprinkler protection below stair.	Add one sprinkler.
15.	Room 1224	No sprinkler protection at the door.	Add one sprinkler.
16.	Closet 1227	No sprinkler protection in closet.	Add two sprinklers, one in each closet.
17.	Closet 1229	No sprinkler protection in closet.	Add two sprinklers, one in each closet.
18.	Room 1228	Concealed sprinkler missing concealing plate.	Replace one sprinkler.
19.	Closet of room 1271	No sprinkler in closet.	Add one sprinkler.
20.	Washroom 1416	No sprinkler protection in washroom.	Add one sprinkler.
21.	Washroom 1414	No sprinkler protection in washroom.	Add one sprinkler.
22.	Closet in room 1406	No sprinkler protection in closet.	Add one sprinkler.
23.	Room 1510	Two vertical sidewall sprinklers are installed in the center of the room.	Remove two sidewall sprinklers and replace with upright sprinklers.

BASEMENT / SUB-BASEMENTS

CODE	LOCATION	DEFICIENCY	SOLUTION
1.	Room 0148A	A sprinkler is too far from a wall.	Add one sprinkler.
2.	Mechanical room 0156	A sprinkler is painted.	Replace one sprinkler.
3.	Mechanical room 0158	A sprinkler is too close to the ceiling.	Reinstall one sprinkler with the deflector more than 25 mm from ceiling.
4.	Room 0154	A sidewall sprinkler is improperly installed.	Replace one sprinkler with upright sprinkler.
5.	Room 0148	No sprinkler along wall to offices.	Add two sprinklers with the deflectors below the shorter duct.
6.	Corridor 0177 in room 0148	A sprinkler is too far from the ceiling.	Add one sprinkler on opposite side of corridor with the deflector below the shorter duct.
7.	Corridor 0177 in room 0148	A sprinkler is obstructed by a pipe.	Relocate one sprinkler.
8.	Mechanical room 0142	A sprinkler is obstructed by a conduit.	Relocate one sprinkler.
9.	Room 0140	Four sprinklers are obstructed by wine storage racks and three sprinklers missing concealing plates.	Relocate four sprinklers (two between each rack) and add three sprinklers on both side of the fan; replace three concealing plates.
10.	Room 0138	A sprinkler is obstructed by wine storage rack.	Relocate one sprinkler.
11.	Room 0138	A sprinkler is obstructed by fan.	Add one sprinkler behind the fan.
12.	Room 0136	A sprinkler is too far from the door.	Add one sprinkler.
13.	At room 0136	A sprinkler is missing its concealing plate.	Add one concealing plate.
14.	Closet 0120	A sprinkler is missing its concealing plate.	Add one concealing plate.
15.	Washroom 0133	Sprinkler is obstructed by stall dividers.	Add one sprinkler at the center of the stalls between two existing sprinklers.
16.	Washroom 0127	Four sprinklers are too close together and one sprinkler missing concealing plate.	Relocate two sprinklers and replace one concealing plate.
17.	Room 0122	A sprinkler is installed too close to the underside of a pipe.	Relocate one sprinkler.
18.	Corridor 0173	Five sprinklers are obstructed by a pipe.	Relocate five sprinklers.
19.	Room 0116	A sprinkler is too far from a door.	Add one sprinkler.
20.	Room 0112	A sprinkler is obstructed by a light fixture.	Lower one sprinkler so the deflector is below the light.
21.	Room 0112	A sprinkler is obstructed by a light fixture.	Lower one sprinkler so the deflector is below the light.
22.	Room 0112	A sprinkler is obstructed by a light fixture.	Lower one sprinkler so the deflector is below the light.
23.	Room 0110	Two sprinklers are too far from a wall.	Relocate two sprinklers.

24.	Corridor 0173	A sprinkler is installed too low in the ceiling.	Adjust or replace sprinkler drop.
25.	Cooler 0214	No sprinkler coverage in cooler.	Add one dry pendent sprinkler.
26.	Cooler 0212	No sprinkler coverage in cooler.	Add one dry pendent sprinkler.
27.	Cooler 0218	No sprinkler coverage in cooler.	Add one dry pendent sprinkler.
28.	Cooler 0219	No sprinkler coverage in cooler.	Add one dry pendent sprinkler.
29.	Stairwell 0292	No sprinkler coverage below lowest landing.	Add one sprinkler.
30.	Cooler 0231	No sprinkler coverage in cooler.	Add one dry pendent sprinkler.
31.	Kitchen room 0220	Two sprinklers are covered in grease.	Replace two sprinklers.
32.	Kitchen room 0222	A sprinkler is obstructed by a light fixture.	Lower one sprinkler with the deflector below light.
33.	Cooler 0221	No sprinkler coverage in cooler.	Add one dry pendent sprinkler.
34.	Room 0244	A sprinkler is obstructed by a light fixture.	Lower one sprinkler with the deflector below light.
35.	Corridor 0174	A sprinkler is too far from door to room 0128.	Add one sprinkler at door.
36.	Corridor 0574	Two upright sprinklers are installed perpendicular to the piping and one is painted.	Reinstall two sprinklers with arms parallel to pipe and replace painted sprinkler.
37.	Corridor 0574	Two sprinklers are too close together and installed perpendicular to piping.	Raise one sprinkler so the deflector is above the beam and reinstall arms parallel to pipe.
38.	Closet 0517	An upright sprinkler is installed perpendicular to the pipe.	Reinstall sprinkler with arms parallel to pipe.
39.	Closet 0511	An upright sprinkler is installed perpendicular to the pipe.	Reinstall sprinkler with arms parallel to pipe.
40.	Washroom 0414	A sprinkler is missing its escutcheon plate.	Add one escutcheon plate.
41.	Sub-basement 0052	A sprinkler is obstructed by a smoke detector.	Relocate one sprinkler.
42.	Sub-basement 0052	Piping is hung from the sprinkler piping.	Remove piping hangers from sprinkler pipe and securely attach to ceiling.
43.	Sub-basement 0052	A sprinkler is obstructed by a smoke detector.	Relocate one sprinkler.
44.	Sub-basement 0052	A sprinkler is obstructed by a beam.	Relocate one sprinkler.
45.	Stairwell 0191	No sprinkler below stair landing.	Add one sprinkler.

INSTRUCTIONS TO TENDERERS

1. Address

The tender envelope shall be addressed to Finance and Procurement Services, National Capital Commission, 40 Elgin Street, 3rd floor, Info Centre, Ottawa, Ontario K1P 1C7.

The name and address of the tenderer and the due time and date of the tender shall be clearly shown on the envelope.

2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to mail or deliver tenders in good time as tenders received after the specified time and date will not be accepted or considered and will be returned unopened.

3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender/Contract form.

Faxed tenders unless otherwise stated.

Tenders and amendments received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

In the event that security is required under these instructions and is not provided with the tender, the tender is subject to disqualification.

4. Revision of Tenders

The tenderer may revise his tender by fax, or letter provided it is received before the tender closing date and time.

Faxes, letters or telegrams must clearly indicate required changes.

5. Security Requirements

1. Security with Tender - In the event that security is required as indicated under section 2 of the Tender/Contract, the tender when submitted must be accompanied by the security in the amount as indicated.

INSTRUCTIONS TO TENDERERS

2. Acceptable Security

- i) A bid bond from a company acceptable to the National Capital Commission and in terms satisfactory to the National Capital Commission.

OR

- ii) A certified cheque drawn on a bank to which the Bank Act or the Quebec Savings Bank Act applies, and made payable to the order of the National Capital Commission.

OR

- iii) Bonds of the Government of Canada payable to bearer.

OR

- iv) Cash

3. Upon notification of acceptance of tender:

1. If the tender is valued at less than \$30,000.00 including taxes, the successful tenderer may be called upon by the Finance and Procurement Services to provide the security deposit as described in Clause 2 of the Tender/Contract.
2. If the tender is valued in excess of \$30,000.00 including taxes, the successful tenderer shall be called upon by Procurement Services to provide the security as described in Clause 2 of the Tender/Contract.

6. Acceptance of Offer

The lowest or any tender not necessarily accepted.

7. Completion of Tender/Contract Form

Insert prices for units of measure and estimated quantities as shown on the Tender/Contract form or insert the lump sum of the tender in Clause 3.

If description, units of measure and estimated quantities are shown on the Tender/Contract form, insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers to the Total column and add the Total column. Calculate the GST and QST (if applicable) on the total amount.

INSTRUCTIONS TO TENDERERS

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender/Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

Tenders are to be submitted in two copies, duly completed in the envelope provided. The tenderer should retain the third copy of the tender for his record.

8. Insurance

The Contractor shall maintain such insurance or pay such assessments as will protect him and the National Capital Commission from claims under the Worker's Compensation Acts and from any other claims for damages for personal injury including death, and from claims for property damage which may arise from his operations under this contract. Certificates of such insurance shall be filed with the National Capital Commission for protection. Such insurance certificates shall be maintained until the National Capital Commission certifies that the work is complete.

Liability insurance naming the National Capital Commission as co-insured shall be maintained by the Contractor for Public Liability and Property Damage in an amount of not less than \$5,000,000.00. Insurance is to cover damage resulting from accident as well as negligence. A copy of the policy must be given to the National Capital Commission prior to commencing work.

NOTE: These Instructions need not be submitted with your tender.

9. Applications for Approval Certificates

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

GENERAL CONDITIONS

1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chairman and/or Executive Vice-President and General Manager upon the award of this contract.
2. "work" includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

3. Members of The House of Commons

No member of the House of Commons shall be admitted to any share or part of the contract or to any benefit arising therefrom.

4. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

5. Property of the National Capital Commission

The Contractor shall be responsible for any loss of or damage, excluding reasonable wear and tear, to any property of the National Capital Commission arising out of the performance of the work whether or not such loss arises from causes beyond his control. Such property shall only be used by the Contractor as may be directed by the Project Manager/Officer and the Contractor shall, at any time when requested to do so, account to the Project Manager/Officer for the use of such property.

GENERAL CONDITIONS

6. Permits and By-Laws

The Contractor shall comply with all laws and regulations, relating to the work whether federal, provincial or municipal, as if the work was being constructed for a person other than the National Capital Commission and shall pay for all permits and certificates required in respect of the execution of the work.

7. Canadian Labour and Materials

Insofar as is practicable the Contractor shall employ and use Canadian labour and materials in the execution of the work and utilize the services of the Canada Manpower Centre in the recruitment of such labour.

8. Publicity

1. The Contractor will neither permit any public ceremony, nor erect or permit the erection of any sign or advertising, in connection with the work without the approval of the Project Manager/Officer.
2. All exterior signs erected by the contractor will be in both official languages and subject to NCC approval.

9. Materials, Equipment, etc. to become Property of the National Capital Commission

All materials and plants used or provided for the work shall be the property of the National Capital Commission, shall not be removed from the site of the work and shall be used only for the purpose of the work, until the Project Manager/Officer shall certify that they are, if not incorporated in the work, no longer required for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or plants that are the property of the National Capital Commission by virtue of this section.

10. Contractor's Superintendent and Workers

The Contractor will keep a competent superintendent on the site of the work at all times during the progress of the work unless otherwise authorized by the Project Manager/Officer. The superintendent must be acceptable to the Project Manager/Officer and have the authority to receive on behalf of the Contractor any order or communication in respect of the contract. Any superintendent and workers not acceptable to the Project Manager/Officer because of incompetency, improper conduct or security risk will be removed from the site of the work and replaced forthwith.

GENERAL CONDITIONS

11. Co-operation with other Contractors

The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Project Manager/Officer. If the sending onto the work of other contractors and workers could not have been reasonably foreseen by the Contractor when entering into the contract, and if, in the opinion of the Project Manager/Officer the Contractor has incurred additional expense by such action, and if the Contractor has given written notice of claim within thirty days of such action, the National Capital Commission will pay the cost of such additional expense to the Contractor calculated in accordance with Section 20.

12. Claims Against and Obligations of the Contractor or Subcontractor

1. The Contractor shall ensure that all his lawful obligations and lawful claims against him arising out of the execution of the work are discharged and satisfied, at least as often as this contract requires the National Capital Commission to discharge its obligations to the Contractor and shall supply the Project Manager/Officer with a Statutory Declaration deposing to the existence and condition of such claims and obligations when called upon to do so.
2. The National Capital Commission may, in order to discharge lawful obligations and satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of the work, pay any amount, which is due and payable to the Contractor under the contract and from a conversion or a negotiation of the security referred to in Section 18 hereof, if any, directly to the obligees of and the claimants against the Contractor or the subcontractor.

13. Project Manager/Officer's Rights and Obligations

The Project Manager/Officer shall:

1. have access to the work at all times during its execution and the Contractor will provide the Project Manager/Officer with full information and assistance in order that he may ensure that the work is executed in accordance with the contract;
2. decide any question as to whether anything has been done as required by the contract or as to what the Contractor is required by the contract to do, including questions as to the acceptability of, the quality or quantity of any labour, plant or material used in the execution of the work, and the timing and scheduling of the various phases of the work;
3. have the right to order additional work, dispense with, or change the whole or any part of the work provided for in the plans and specifications. The Project Manager/Officer shall decide whether anything done or not done as a result of directions given under this subsection has increased or decreased the cost of the work to the Contractor and the amount payable under the contract to the Contractor will be increased or decreased accordingly by an amount calculated in accordance with Section 20 hereof.

The Contractor shall comply with any decision or direction of the Project Manager/Officer given under this section.

GENERAL CONDITIONS

14. Delay, Non-compliance, or Default by the Contractor

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 17.

15. Changes in soil conditions, National Capital Commission delays

1. The Contractor will receive no additional payment for additional costs incurred due to loss, damage or any other reason whatsoever, without the express certification of the Architect/Engineer that the additional cost, loss or damage is directly attributable to:
 - i) in the case of a flat-rate contract, a significant difference between the soil condition information contained in the plans and specifications and actual on-site soil conditions;
 - ii) negligence or delay on the part of the National Capital Commission, following the contract signing date, in providing complete information or in executing its full contract responsibilities or, according to current trade practice, the Contractor has submitted to the Architect/Engineer a written notice of claim for additional costs, loss or damages, not later than thirty (30) days following the date on which the varying soil conditions were noticed, or the date on which said negligence or delay commenced. The amount of any additional payments to be issued under this article will be calculated as per Article 20.
2. If, in the opinion of the Architect/Engineer, the Contractor has ensured a savings due to the differing soil conditions cited above, the amount of this savings will be deducted from the total price of the Contract stated in Article 1 of the Offer and Agreement.

16. Protesting Project Manager/Officer's Decision

If the Contractor, within 10 days of receiving any decision or direction of the Project Manager/Officer, gives written notice to the Project Manager/Officer that the decision or direction is accepted under protest, the National Capital Commission will pay to the Contractor the cost, calculated according to Section 20, of anything that the Contractor was required to do, as a result of the decision or direction, beyond what the contract correctly understood would have required him to do.

GENERAL CONDITIONS

17. Suspension or Termination of the Contract

1. The Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.
2. If the Commission suspends the work for 30 days or less the Contractor must, subject to his remedy under Section 15 hereof, complete the work when called upon to do so. If the Commission suspends the work for a period in excess of 30 days the Contractor may request the Commission to terminate the work under sub-section 4 hereof.
3. If the Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.
4. If the Commission terminates the work other than in accordance with sub-section 3 hereof, the National Capital Commission will pay to the Contractor an amount calculated in accordance with Section 20 hereof subject to any additions or deductions otherwise provided by the General Conditions or Labour Conditions less any payments made pursuant to Section 25.3, hereof. In no event, however, shall such amount be greater than the amount which would have been payable to the Contractor had the contract been completed.

18. Security Deposit

If any security deposit is provided by the Contractor pursuant to this contract it shall be dealt with in accordance with the Government Contracts Regulations, provided that if the Contractor is in breach or default under the contract the National Capital Commission may convert or negotiate such security to its own use. If a Labour and Material Payment Bond is provided pursuant to the contract the Contractor shall post on the site of the work a notice to that effect which shall include the name and address of the Surety, definition of those persons protected therein and an outline of the procedure for submitting a claim.

19. No Additional Payment

The amount payable to the Contractor under this contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant, labour or material, except that, in the event of a change in any tax, that affects the cost of any materials incorporated or to be incorporated in the work, imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or Customs Tariff, made public after the date of the submission of the tender, an appropriate adjustment may be made.

GENERAL CONDITIONS

20. Determination of Costs

For the purposes of Section 11, 13.3, 15, 16 and 17.4, the amount payable to the Contractor shall, subject to the provisions of Section 25.2.ii) hereof, be based on the unit prices, if any, set out in Clause 4 of the Offer and Agreement. If such unit prices are not applicable the Project Manager/Officer and the Contractor may mutually agree on the amount payable. Failing such agreement the amount payable shall be the reasonable and proper expenses paid or legally payable by the Contractor directly attributable to the work plus 10% of such expenses to cover overhead, including finance and interest charges, and profit, as certified by the Project Manager/Officer.

21. Records to be Kept by Contractor

1. The Contractor shall maintain full records of his estimates of and actual cost to him of the work together with all proper tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, shall make them available to audit and inspection by the Commission, or by persons acting on its behalf, shall allow them to make copies thereof and to take extracts therefrom, and shall furnish them with any information which they may require from time to time in connection with such records.
2. The records maintained by the Contractor pursuant to this section shall be kept intact until the expiration of two years from the date of issuance of the Final Certificate of Completion under sub-section 24 of the General Conditions or until the expiration of such other period as the Commission may direct.
3. The Contractor shall require all subcontractors and all firms, corporations and persons directly or indirectly having control of the Contractor to comply with Sections 1 and 2 as if they were the Contractor.

22. Extension of Time

The Commission may, on the application of the Contractor, made before the day fixed for the completion of the work, extend the time for completion of the work. The Contractor shall pay to the National Capital Commission an amount equal to the National Capital Commission's expenses and damages incurred or suffered by reason of the delay in completion of the work unless in the opinion of the Commission such delay was due to causes beyond the control of the Contractor.

23. Cleaning of Work

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Project Manager/Officer.

GENERAL CONDITIONS

24. Project Manager/Officer's Certificates

On the day that the work has been completed and the Contractor has complied with the contract and all orders and directions pursuant thereto to the satisfaction of the Project Manager/Officer, the Project Manager/Officer will issue to the Contractor a Final Certificate of Completion. In the case of a unit price contract, the Project Manager/Officer will at the same time issue a Final Certificate of Measurement setting out the final quantities used or employed in respect of the classes and units set out in the Unit Price Table, and any subsequent amendments thereto, under Clause 4 of the Offer and Agreement, such certificate to be binding upon the Contractor and the National Capital Commission.

25. Payment

1. The National Capital Commission will pay and the Contractor will accept as full consideration for the work performed and executed an amount by which the amount referred to in Clause 1 of the Offer and Agreement together with the aggregate of the amounts payable by the National Capital Commission under Section 11, 13.3, 15.1, 16 and 19 minus the aggregate of any payments by the National Capital Commission under Section 12 and indemnification and amounts payable to or costs and damages incurred by the National Capital Commission under Sections 4, 5, 9, 13.3, 14, 15.2, 17.3, 19 and 22.
2. In the case of a unit price contract:
 - i) The amount referred to in Clause 1 of the Offer and Agreement will be deemed to be the amount computed by totalling the products of the unit prices set out in Clause 4 of the Offer and Agreement, as amended pursuant to sub-paragraph ii) hereof, if applicable, and the actual quantities of such units as set out in the Project Manager/Officer's Final Certificate of Measurement, subject to and, adjustment provided for in sub-paragraph ii) of this sub-section.
 - ii) The Project Manager/Officer and the Contractor may, by agreement in writing, add to the aforesaid Unit Price Table other classes of labour, etc., units of measure, estimated quantities and prices per unit, and may if the actual quantities as set out in the aforesaid Final Certificate of Measurement exceed or fall short of the estimated quantities in respect of any item(s) shown in the aforesaid Unit Price Table by more than 15% amend the unit prices shown in the Unit Price Table for such items, provided that in the event the actual quantities exceed the estimated quantities by more than 15% the aforementioned amendment to the unit prices shall apply only to the actual quantities in excess of 115% of the estimated quantities. Where the Project Manager/Officer and the Contractor fail to agree on the amount of any adjustment as contemplated by this sub-section the revised or new prices per unit shall be determined in accordance with Section 20 hereof.

GENERAL CONDITIONS

3. If the amount of the Contract is in excess of \$5,000 the Contractor shall be entitled to receive progress payments upon submitting Progress Claims which must be approved by Progress Reports issued by the Project Manager/Officer at monthly intervals. The amount to be paid to the Contractor for a progress payment shall be 90% of the value of the work certified by the Project Manager/Officer in the Progress Report as having been completed since the date of the immediately preceding Process Claim, if any, when a Labour and Material Payment Bond has been furnished under the contract the amount to be paid under this sub-section shall be 95% of the value certified by the Project Manager/Officer.
4. Sixty (60) days after the issue by the Project Manager/Officer of the Final Certificate of Completion there shall become due and payable to the Contractor the amount described in sub-section 1 of this section less the aggregate of the amounts, if any, paid pursuant to sub-section 3 of this section.
5. Notwithstanding sub-sections 3 and 4 of this section, no payments shall be due or payable to the Contractor if he has failed to supply any Statutory Declaration pursuant to Section 12, surety bond or security deposit pursuant to Clause 5 of the Offer and Agreement.
6. A payment by the National Capital Commission pursuant to this section shall not be construed as evidence that the work is satisfactory or in accordance with the contract.
7. Delay in making a payment by the National Capital Commission under this section shall not be deemed to be breach of the contract. However, subject to sub-section 5 of this section, if payment of any Progress Claim under sub-section 3 of this section is not made within 60 days of the date of receipt of the Contractor's Progress Claim, such Progress Claim shall be deemed to be overdue and the Contractor shall be entitled to interest at the rate of 5% per annum of the amount overdue for the period commencing at the end of the forty-fourth day after the said date of receipt of the Progress Claim and ending on the date paid.
8. The National Capital Commission may set-off against any amount payable or debt due by the National Capital Commission under this contract the amount of any debt due to the National Capital Commission under this contract or any other contract between the Contractor and the National Capital Commission.

26. Correction of defects

Should the Contractor receive notice from the Architect/Engineer requiring the correction, at the Contractor's expense, of any defect or vice, regardless the cause, the Contractor will complete the necessary corrections on or before the deadline specified in said notice, in the event that the defect or vice becomes evident not later than twelve (12) months following the date of the Final Certificate of Completion.

GENERAL CONDITIONS

27. Liability Insurance

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the Commission as co-insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the Commission to a limit of not less than five million (\$5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The Commission reserves the right to cancel the contract if the Commission does not receive the said certificate in which event the contract shall be null and void.

28. Workers Compensation

Successful construction project Contractors shall be required to provide evidence of compliance with workers' compensation legislation applicable to the place of the work including payments due thereunder, prior to award of the contract. Every successful construction project Contractor shall be required to provide evidence of such compliance at the time of submitting its first progress claim, at the time of substantial performance of the Work, and prior to issuance of the Certificate of Completion.

GOODS CONTRACTS

General Conditions

1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
 - i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.
 - ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.

GOODS CONTRACTS
General Conditions

- iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.

- 10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.

- 11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.

- 12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.

- 13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.

- 14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.

- 15. WHMIS Regulations apply to Controlled Products.

Occupational Health and Safety Requirements

1. General

- 1.1** In this Contract “OHS” means “occupational health and safety”.
- 1.2** With respect to the work to be performed under the Contract, the Contractor covenants and agrees to perform at, and to enforce conformity with, a standard equivalent to or greater than the best practices prevailing in the construction industry at that time.
- 1.3** The Contractor acknowledges that, to the extent that the following matters may be affected by conduct of the work, it is responsible for the:
- 1.3.1 health and safety of persons on site;
 - 1.3.2 safety of property on site;
 - 1.3.3 protection of persons adjacent to the site; and,
 - 1.3.4 protection of the environment.
- 1.4** Without limiting the generality of section 1.3, the Contractor acknowledges that it is required to, and covenants and agrees to, comply and to enforce compliance with all laws or regulations that may be applicable to the conduct of the work including, without limitation:
- (a) the provisions of the *Occupational Health and Safety Act* of Ontario and all regulations, policies or directives issued thereunder for work performed in Ontario;
 - (b) *La Loi sur la santé et la sécurité du travail* of Québec and all regulations, policies or directives issued thereunder for work performed in Québec;
 - (c) Applicable provisions of the *Canada Labour Code, Part II*;
 - (d) Employment standards legislation in the province(s) in which any part of the work is performed; and
 - (e) Any policies or directives issued by the NCC in respect of the subject matter of the contract.
- The NCC will present any such policies or directives referred to in paragraph (e) to the Contractor in written form by not later than the pre-construction meeting. The Contractor is obliged to ensure that the relevant policies and directives have been communicated to and acknowledged by all its employees and that they will be complied with. The NCC reserves the right to require the Contractor to produce evidence satisfactory to the NCC acting reasonably that the Contractor has discharged the foregoing obligations.
- 1.5** By entering into the Contract with the NCC, the Contractor represents and warrants to the NCC that it has informed itself of and is knowledgeable about the obligations imposed by the legislation referred to in 1.4. above.
- 1.6** For purposes of the relevant provincial OHS legislative regime the Contractor acknowledges and agrees that it is the “Constructor” and covenants to discharge and accept all liability for the performance of the obligations of the “Constructor” in respect of the work provided for in the Contract. Notwithstanding a determination by the relevant authority having jurisdiction that the NCC is the “Constructor” in the event of a dispute between the Contractor and the NCC, the

- Contractor acknowledges and agrees that the Contractor shall be financially responsible for the implementation of protective measures necessary to fulfill the obligations of the “Constructor”.
- 1.7** As between the NCC and the Contractor, the NCC’s decision as to whether the Contractor is discharging its obligations in respect of OHS issues shall be definitive. Without limiting the generality of the foregoing, in the event of any dispute with respect to instructions given by the NCC’s designated representative, the Contractor may note such dispute, but must nevertheless forthwith comply with any such instructions.
- 1.8** The Contractor hereby indemnifies and agrees to hold harmless the NCC, its agents and employees, from and against any and all claims, demands, losses, costs (including legal fees on a full indemnity basis), damages, actions, suits or proceedings (hereinafter collectively referred to as “claims”) by third parties that arise out of or are attributable to the Contractor’s errors or omissions in the performance of the Contract. Without limiting the generality of the foregoing, this indemnification extends to any claims related to any violation of any statute or regulation relating to OHS matters.
- 1.9** The NCC shall provide the contractor:
- 1.9.1 a written description of every known and foreseeable health and safety hazard to which persons employed in the performance of the work may be exposed because of the nature of the site;
 - 1.9.2 a list of any prescribed materials, equipment, devices and clothing necessary because of the nature of the site;
 - 1.9.3 with written information indicating the prescribed circumstances and manner to use all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and,
 - 1.9.4 with a copy of any NCC policies and procedures that may be applicable in relation to the work site.
- 1.10** Without limiting the generality of 1.9, prior to the commencement of the work by the contractor, the contractor shall, at the contractor’s expense:
- 1.10.1 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are informed of any health and safety hazard described pursuant to 1.9.1;
 - 1.10.2 provide all persons employed in the performance of the work or granted access to the work or its site with prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2;
 - 1.10.3 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with the prescribed circumstances and manner all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and
 - 1.10.4 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with policies and procedures referred to in 1.9.4.

2. Qualifications of Personnel

- 2.1** By entering into this agreement the contractor represents and warrants that it has the requisite experience, training, formal certification and equipment to enable it to discharge the obligations enumerated in sections 1.3, 1.4, 1.5 and 1.6 above.
- 2.2** The Contractor represents and warrants that supervisory personnel employed by the Contractor in respect of performance of any part of the work have the requisite experience, authority, training, formal certification and equipment to ensure that the obligations enumerated in sections 1.3, 1.4, 1.5 and 1.6 above are discharged and agrees to deliver such evidence as may be required by the NCC from time to time to verify same.

3. Certification

- 3.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver a Worker's Compensation Clearance Certificate. Where the duration of the project is greater than sixty days, the Contractor covenants and agrees to deliver up-dated certificates at least every 60 days. In the event of a failure by the Contractor to deliver up-dated certificates, the NCC shall be entitled to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 3.2** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver historical information on its injury experience including any pertinent Worker's Compensation Experience Reports. Such historical information shall report data for the previous three years.

4. Plans Policies and Procedures

- 4.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver for the review and approval of the NCC:

- (a) A copy of the contractor's OHS policy;
- (b) A safety program and plan specific to the work to be performed pursuant to the Contract which plan shall include a risk assessment and analysis, a description of safe working methods, injury and incident reporting protocols, regular periodic reporting on compliance with OHS obligations including any policies, practices and procedures otherwise provided for herein, and a site-specific contingency and emergency response plan; and
- (c) Health and safety training records of personnel and alternates responsible for OHS issues on site.

The Contractor covenants and agrees to deliver the necessary material safety data sheets for the review and approval of the NCC prior to entering the site to perform work related to the relevant material.

Approval by the NCC does not amend the provisions of the Contract with respect to the allocation of liability for discharging or failing to discharge OHS obligations. Such liability remains with the Contractor notwithstanding the granting of such approval.

- 4.2** The Contractor acknowledges and agrees that prior to commencement of work it must attend a pre-construction briefing at which any special or additional practices and procedures to be followed in completing the work are to be established. Without limiting the provisions of section 1.4(e) above, the representatives of the Contractor attending the briefing will be required to deliver

a signed acknowledgement that the practices and procedures set out in the pre-construction briefing have been understood and will be complied with.

- 4.3** At any time and from time to time during the performance of the work, the NCC shall have the right to audit the manner in which the Contractor is discharging its OHS obligations and to determine whether the project specification and/or OHS policies, practices and procedures are being complied with. In the event that the audit discloses any failure by the Contractor to discharge such OHS obligations, the NCC shall be entitled to forthwith rectify at the Contractor's expense any such deficiency and the NCC shall have the further right to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 4.4** The Contractor covenants and agrees to conform with all requirements of the Workplace Hazardous Materials Information System.
- 4.5** The Contractor acknowledges and agrees that where required by any law or regulation applicable to the performance of the work it must establish and maintain a project health and safety committee. The contractor further acknowledges and agrees that it must enable staff to attend all relevant safety meetings, and that the cost of same, including costs attributable to standing down equipment is included in its bid price and is not independently recoverable.
- 4.6** Where required by the relevant provincial regulatory regime, the Contractor acknowledges and agrees that it is responsible for delivery of notice of the project to the relevant regulatory authority, and for the performance of any other administrative activity required to meet the obligations imposed in the pertinent provincial regulatory regime.
- 4.7 (Optional depending on hazard or scope of project).** The contractor covenants and agrees that it shall employ and assign to the work, a competent OHS professional as Health and Safety Coordinator that must:
- (a) have a minimum two (2) years' site-related working experience specific to activities associated with.(identify specific subject matter)
 - (b) have basic working knowledge of specified occupational safety and health regulations,
 - (c) be responsible for completing health and safety training session and ensuring that personnel not successfully completing the required training are not permitted to enter the site to perform the Work,
 - (d) be responsible for implementing, enforcing daily and monitoring the site-specific Health and Safety Plan, and
 - (e) be on site during execution of the Work.

The parties acknowledge that in lieu of employing an OHS professional, the Contractor may provide same by sub-contracting for such services.

- 4.8** Upon completion of the work the Contractor covenants and agrees to participate with the NCC in a post performance interview to evaluate the performance of the Contractor in respect of the OHS obligations under the contract. Without limiting the generality of the foregoing, the interview will identify areas of compliance and non-compliance in terms of:
- (a) actual performance of the work;
 - (b) reporting or procedural requirements;

(c) resolution of deficiencies.

The contractor acknowledges and agrees that the results of the post-completion interview may be relied upon by the NCC in evaluating bids subsequently submitted by the Contractor on other NCC projects.

SECURITY REQUIREMENTS

Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the Contractor's employees submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

The NCC reserves the right to not award the Contract until such time as the Contractor's core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Site access**.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organisation Screening* and/or *Facility Security Clearance*— depending on the nature of the information it will be entrusted with. In the event that the Contractor does not meet the requirements to obtain the requested clearance, the Contractor shall take the corrective measures recommended by the Canadian Industrial Security Directorate (of PWGSC) or by the NCC's Corporate Security in order to meet these requirements. If no corrective measures are possible or if the Contractor fails to take the recommended measures, then the Contractor shall be in default of its obligations under this Contract and the NCC shall have the rights and remedies listed in section 2.14, including the right to terminate the Contract without further notice to the Contractor.

Additional information

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this Contract as the need arises.

Company Security Representative

The Contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the Contractor;

SECURITY REQUIREMENTS

- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the Contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the Contractor's employees who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the Contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a reliability status, sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS POUR FINS D'IMPÔT

PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)
Address / Adresse _____ _____ _____ Postal code / Code postal _____	Telephone no. / No de téléphone : _____ () Fax no. / No de télécopieur : _____ ()

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide / Si propriétaire unique, indiquez : _____	Last Name / Nom de famille _____	First name / Prénom _____	Initial / Initiale _____
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / No de l'entreprise (NE) _____	
GST/HST / TPS et de TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat				
Contract for services only / Contrat de services seulement <input type="checkbox"/>		Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>
Type of goods and/or services offered / Genre de biens et/ou services rendus : _____				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen chèque avec ce formulaire

Branch number / No de la succursale _____	Institution no. / No de l'institution : _____	Account no. / No de compte : _____
Institution name / Nom de l'institution : _____		Address / Adresse : _____ _____
Postal Code / Code postal : _____		

PART 'D' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT

E-mail address / Adresse courriel : _____

PART 'E' – CERTIFICATION / PARTIE 'E' - CERTIFICATION

<p>I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.</p> <p>Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.</p>	<p>Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.</p> <p>Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.</p>
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Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
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Telephone number of contact person / Numéro de téléphone de la personne ressource: ()

IMPORTANT

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).

Mail or fax to : Procurement Assistant
Procurement Services,
National Capital Commission,
202-40 Elgin Street,
Ottawa, Ontario, K1P 1C7
Fax (613) 239-5007

Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).

Poster ou télécopier à : Assistant à l'approvisionnement
Services d'approvisionnement
Commission de la capitale nationale
40 rue Elgin, pièce 202
Ottawa, (Ontario) K1P 1C7
Télécopieur (613) 239-5007

**SUPPLIER – DIRECT PAYMENT AND TAX
INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT
ET RENSEIGNEMENTS AUX FINS D'IMPÔT**

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the Income Tax Act, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the Income Tax Act and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepare the fiscal information forms.

Question: Marcel Sanscartier, Manager, Accounts Payable and Receivable– (613) 239-5241.

Direct payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct payment

Direct payment is a convenient, dependable and timesaving way to receive your invoice payment. Direct payment is completely confidential.

There is less risk of direct payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins d'impôt

En vertu de l'alinéa 221(1) (d) de la Loi de l'impôt sur le revenu, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la Loi de l'impôt sur le revenu et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Question : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5241.

Renseignements sur le paiement direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement vous sera envoyé par courriel.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement direct

Le paiement direct est une méthode pratique, fiable, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement direct est entièrement confidentiel.

Avec les paiements direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.