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**A French version is available.**

**File No. – N° du dossier**

21301-15-2059933

**BID SOLICITATION**

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

**DEMANDE DE SOUMISSION**

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

Due date – Date de limite (YYYY-MM-DD) - (AAAA-MM-DD)	Time - Heure	Titre du projet	
2014-10-03	14 h	Upgrading glazing in the control posts to class «A»	
Tender I.D number Numéro de la soumission	Project number Numéro de projet	Locations of work Emplacements des travaux	
21301-15-2059933	321-2403	Établissement Donnacona Établissement Port-Cartier	
Description of work – Description des travaux			
<p>To perform the work as outlined in the specification and plan and specification dated August, 2014 which is part of this notice by providing the skilled labor, expertise, materials, transportation, machinery, equipment, accessories and all other supplies or knowledge necessary to perform the work.</p> <p>Effectuer les travaux, tel que mentionné dans le devis d'août 2014 qui fait partie intégrante de cette invitation en fournissant la main-d'œuvre qualifiée, l'expertise, les matériaux, le transport, l'outillage, l'équipement, les accessoires et toutes autres fournitures ou connaissances nécessaires à l'exécution des travaux.</p>			
<p><b><u>Please note on page 2 the instructions to bidders.</u></b>  <b><u>Veillez prendre note des instructions aux soumissionnaires à la page 2.</u></b></p>			
From the date of award, the work will be completed within/by À compter de la date d'adjudication du contrat, les travaux devront être achevés au plus tard le			
2014-12-05			
For further information please contact – pour de l'information supplémentaire Issued by – Émis par			Date (YYYY-MM-DD) Date (AAAA-MM-DD)
Julie Desforges		Agente régionale des approvisionnements et des contrats	2014-09-12
Telephone no. – N° de téléphone		Courriel	
450-661-9550, poste 3636		julie.desforges@csc-scc.gc.ca	



## SPECIAL INSTRUCTIONS TO BIDDERS

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

### SI01 BID DOCUMENTS

- 1) The following documents constitute the Bid Documents:
  - (a) Bid Solicitation;
  - (b) Special Instructions to Bidders;
  - (c) General Instructions to Bidders **R2710T** (2014-06-26); and
  - (d) Bid and Acceptance Form and all related appendices.

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

- 2) The General Instructions to Bidders are incorporated by reference and are reproduced in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC). The Manual can be consulted on the PWGSC Website at: <https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat/tous>

### SI02 INFORMATION REQUESTS DURING SOLICITATION PERIOD

- 1) Requests for information regarding the Bid Solicitation must be submitted in writing to the Authority Contracting named in the Bid Solicitation - Page 1 as soon as possible during the Solicitation Period. With the exception of the approval of alternative materials as described in **Instructions to Bidders GI16 (R2710T)**, all other information requests must be received at least **five (5) calendar days** before the Solicitation Closing Date to allow enough time to respond. It may not be possible to respond to information requests received after that date.
- 2) To ensure the consistency and quality of the information provided to Bidders, the Authority Contracting will examine each information request and decide whether or not it is appropriate to issue an amendment.
- 3) All information requests and other communications sent before the Solicitation Closing Date must be addressed **ONLY** to the Authority Contracting named in the Bid Solicitation - Page 1. Failure to comply with this condition may result in the rejection of the Bid.



### SI03 SITE VISIT MANDATORY

- 1) Please note that there will be a site visit on **September 23th 2014 at 10h30**. Interested Bidders should present themselves at **Donnacona Institution located at 1537 road 138, Donnacona (Quebec) G3M 1C9 and ask for Mr. Frederic Dion OR at Port-Cartier Institution located at 1 de l'Aéroport road, Port-Cartier (Quebec) G5B 2W2 and ask for Mr. Sabri Ben Jebrallah.**

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

### SI04 REVISION OF BID

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

### SI05 BID SOLICITATION RESULTS

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

### SI06 BID VALIDITY PERIOD

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

### SI07 CONSTRUCTION DOCUMENTS

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

### SI08 NEGOTIATIONS

- 1) If the lowest responsive Bid exceeds the amount of funding allocated by Canada for the work to be executed during the construction phase



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

## SI09 BID RECEIVING

**This is not a public Bid Solicitation.**

The submissions by mail, messaging, delivery to our office(desk) or by email ([gen-que307Soumissions@csc-scc.gc.ca](mailto:gen-que307Soumissions@csc-scc.gc.ca)) will be received to the office(desk) of reception of the submissions till the hour and in the deadline in the following place:

### **REGULAR MAIL, EXPRESS AND DELIVERY TO OUR BIDS OFFICE**

Correctional Service of Canada  
Materiel Resources Division  
250 Montée St-François  
Laval (Quebec) H7C 1S5  
Telephone: 450-661-9550 ext. 3209/3231



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

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

- Bid number: 21301-15-2059933
- Contracting Authority's Name: Julie Desforges
- Closing Date: September 24, 2014 at 14h00

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

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

### SI10 MANDATORY CONDITIONS

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

- Tendering papers numbered 8-9-10
- Bidders will be required to sign an attendance form at the mandatory visit in order to be accepted in the tendering process.

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

### SI11 SECURITY CLEARANCE

The Contractor must submit to Project Authority:

For Donnacona Institution: Mr Frederic Dion, by email [Frederic.dion@csc-scc.gc.ca](mailto:Frederic.dion@csc-scc.gc.ca) or by fax at 418-282-2027

For Port-Cartier Institution: Mr Sabri Ben Jebrallah, by email [sabri.benjebrallah@csc-scc.gc.ca](mailto:sabri.benjebrallah@csc-scc.gc.ca) or by fax at 418-766-4498

The enclosed security clearance information form(s) CSC-1279 for everyone visiting the site, including the subcontractors. The forms must be faxed no later than 3 working days before the site visit. We shall confirm you by telephone the result (profit) of the demand (request) of wanted security survey (investigation).

The originals of forms N SCC-1279 must have returned before the visit of the tenderers by mail external to the following address: **Donnacona Institution, 1537 road 138, Donnacona (Quebec) G3M 1C9** to Frederic Dion's attention.

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

### SI12 NOTIFICATION OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

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



### **Commission de la Construction du Québec**

Mme Marie Nobert  
Chef de section « Liens inter-organismes »  
Direction inspection  
3530 rue Jean-Talon ouest  
Montréal (Québec) H3R 2G3

Tel. : 514-341-7740, Ext.: 6371  
Fax : 514-736-6739  
E-mail : marie-nobert@ccq.org

#### **The information sent must include but not be limited to:**

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

#### **Or a complete copy of the contract**

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

### **SI13 EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

#### **Contractor's performance evaluation report**

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

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

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

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

### **SI14 GENERAL TERMS AND CONDITIONS**

#### **The following terms and conditions are incorporated herein:**

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



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

- (a) Completed Bid and Acceptance Form and all related Appendices;
- (b) Plans and Specifications;
- (c) General Conditions:
  - (i) GC1 General Provisions R2810D (2014-06-26);
  - (ii) GC2 Administration of the Contract R2820D (2014-06-26);
  - (iii) GC3 Execution and Control of the Work R2830D (2014-03-01);
  - (iv) GC4 Protective Measures R2840D (2008-05-12);
  - (v) GC5 Terms of Payment R2850D (2014-06-26);
  - (vi) GC6 Delays and Changes in the Work R2860D (2013-04-25);
  - (vii) GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - (viii) GC8 Dispute Resolution R2880D (2012-07-16);
  - (vix) GC9 Contractual guarantee R2890D (2014-06-26)
  - (x) GC10 Insurance R2900D (2008-05-12);
- (d) Supplemental Conditions
- (e) Fair Wages and Hours of Labour – Labour Conditions R2940D (s.o.);
- (f) Allowable Costs for Contract Changes under GC6 R2950D (2014-06-26);
- (g) Schedules of Wage Rates for Federal Construction Contracts
- (h) Any amendment issued or revision of a responsive Bid, received before the Solicitation Closing Time and Date;
- (i) Any amendment incorporated by mutual agreement between Canada and the Contractor prior to acceptance of the Bid; and
- (j) Any amendment to the Contract Documents made in accordance with the General Conditions.
- (k) Method of selection - compulsory technical criteria A0031T (2010-08-16)

The Manual can be consulted on the PWGSC Website at: <https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat/tous>

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

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

**SI15 OTHER**

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

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



**BID AND ACCEPTANCE FORM (3 pages)**

**BA01 PROJECT IDENTIFICATION**

- 1) Project Title: **Upgrading glazing in the control posts to class «A»**
- 2) Bid Solicitation Number: **21301-15-2059933**
- 3) Project Number: **321-2403**

**BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

- 1) Name: \_\_\_\_\_
- 2) Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

4) PBN: \_\_\_\_\_ in accordance with G110 of the General Instructions to Bidders (R2710T). If you do not possess him (it), you can get yourselves him(it) on the following site: <https://achatsetventes.gc.ca/pour-les-entreprises/vendre-au-gouvernement-du-canada/s-inscrire-comme-fournisseur>

5) Email address: \_\_\_\_\_

**BA03 OFFER**

1) The Bidder offers to Canada, represented by the Department of the Correctional Service of Canada, to execute the work in the above-mentioned project, according to the Bid Documents for a total Bid Amount of

Donnacona Institution\$\_\_\_\_\_taxes applicable en sus

Port-Cartier Institution\$\_\_\_\_\_taxes applicable en sus

**BA04 BID VALIDITY PERIOD**

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

**BA05 DURATION OF WORK**

1) The Contractor must execute and complete the Work WITHIN/BY **November 28st 2014**.



**BA06 LIST OF SUBCONTRACTORS**

- 1) The Bidder will contract the parts of the Work identified in the list of designated subcontractors below. The Bidder agrees not to make changes to the list of subcontractors without the written consent of the Departmental Representative. When the Bid was submitted, should the Bidder not have declared or have omitted some subcontractors as requested herein, during the execution of the contract, Canada, represented by the Minister of Public Safety, may seek damages or terminate the contract.
  
- 2) The Bidder certifies that the Bids for the parts of the work listed below have been received in accordance with local Bid submission regulations. The Bidder understands that if he does not comply with these regulations and the conditions herein, his Bid will be rejected.

(1) Subcontractor: .....

Address: .....

Class of work: .....

.....

.....

(2) Subcontractor: .....

Address: .....

Class of work: .....

.....

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(3) Subcontractor: .....

Address: .....

Class of work: .....

.....

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(4) Subcontractor: .....

Address: .....

Class of work: .....



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**BA07 SIGNATURE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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