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File No.
21301-15-2114977

REQUEST FOR QUOTATION

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

Due date (YYYY-MM-DD)	Time	Project title
2014-12-03	2 H 00 PM	Pumping station modifications - Ventilation
Tender I.D number	Project number	Location of work
21301-15-2114977	550-2-342-3420	Sainte-Anne-des-Plaines Institution

Description of work

To perform the work as outlined in the specification and plan and specification dated **October 24th, 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.

Please note on page 2 the instructions to bidders.

From the date of award, the work will be completed within/by

2015-02-20

For further information please contact		Date (YYYY-MM-DD)
Issued by	Title	2014-11-14
Karine Clément	Contracting and Procurement Regional Officer	
Telephone no.	E-mail	
450-661-9550, ext 3214	Karine.Clement@csc-scc.gc.ca	





SPECIAL INSTRUCTIONS TO BIDDERS

- SI01 Bid Documents
- SI02 Information Requests during Solicitation Period
- SI03 Site Visit optional
- 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 Notification of the Commission de la Construction du Québec
- 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** (2014-09-25); and
 - (d) Bid and Acceptance Form and all related appendices.

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

- 2) All instructions, clauses and conditions identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC 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

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 GI15 R2710T** (2014-09-25), all other information requests must be received at least **three (3) calendar days** before the Solicitation Closing Date to allow enough time to respond. It may not be possible to respond to information requests received after that date.

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.

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 OPTIONAL

Please note that there will be a site visit on **November 26th, 2014 at 10H00 AM**. Interested Bidders should present themselves at Sainte-Anne-des-Plaines Institution, 244 Montée Gagnon, Ste-Anne-des-Plaines (QC) J0N 1H0.

The site visit is optional for this project.

SI04 REVISION OF BID

A Bid may be revised by letter or facsimile in accordance with **GI10 of the General Instructions to Bidders R2710T** (2014-09-25). The fax number to which revisions must be sent is 450-664-6615.

SI05 BID SOLICITATION RESULTS

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 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** (2014-09-25).

SI07 CONSTRUCTION DOCUMENTS

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 **GI10 of the General Instructions to Bidders R2710T** (2014-09-25), 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 **GI10 of the General Instructions to Bidders R2710T** (2014-09-25), 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 or by email GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA will be received to the office of reception of the submissions till the hour and in the deadline in the following place:

Correctional service of Canada
Material Resources Division
250, Montee St-François
Laval (Quebec) H7C 1S5
Telephone 450-661-9550 ext. 3223/3210

DELIVERY HOURS TO OUR BIDS OFFICE ARE FROM 8:00 AM TO 12:00 NOON AND FROM 13:00 PM TO 15:30PM.

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

- Bid number: **21301-15-2114977**
- Contracting Authority's Name: **Karine Clément**
- Closing Date: **December 3th, 2014 at 2H00PM**

N.B. Correctional service of Canada (CSC) will not pay reimburse costs incurred by bidders to prepare their bids.

BIDS SUBMITTED AFTER THE STIPULATED CLOSING DATE AND TIME WILL BE RETURNED TO SENDER UNOPENED.

SI10 MANDATORY CONDITIONS

Your Bid MUST include the following documents, otherwise it may be rejected.

- **A copy of your contractor's licence (RBQ), and a copies of the licences of the subcontractors specified in the BA06 list below, in effect in the class bearing number 1.3 and 15.8**
- **Bid and Acceptance Form** ([signed form, pages 7, 8 and 9](#))

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 "buyandsell" public tendering system at www.buyandsell.gc.ca for their bids to be admissible.



SI11 SECURITY CLEARANCE

The Contractor must submit to the Contracting Authority, Mrs Karine Clément, 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 **three (3) working days** before the visit to 450-664-6626. We will inform you by telephone of the results of the security clearance request.

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

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

SI12 NOTIFICATION OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

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

Commission de la Construction du Québec

Directeur

Direction de la coordination stratégique des opérations

8485, Christophe-Colomb

Montréal (Québec) H2M 0A7

Tél. : 514-341-7740, poste 6477

Télec. : 514-736-6739

Courriel : Francine.Labbee@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 (2014-09-25);
 - (ii) GC2 Administration of the Contract R2820D (2014-09-25);
 - (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);
 - (ix) GC9 Contractual guarantee R2890D (2014-06-26)
 - (x) GC10 Insurance R2900D (2008-05-12);
- (d) Supplemental Conditions
- (e) Allowable Costs for Contract Changes under GC6 R2950D (2014-06-26);
- (f) Schedules of Wage Rates for Federal Construction Contracts
- (g) Any amendment issued or revision of a responsive Bid, received before the Solicitation Closing Time and Date;
- (h) Any amendment incorporated by mutual agreement between Canada and the Contractor prior to acceptance of the Bid; and
- (i) Any amendment to the Contract Documents made in accordance with the General Conditions.

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

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/.

The language of the Contract Documents will be the language of the Bid and Acceptance Form submitted.

No smoking policy: In accordance with the policy of the Government of Canada forbidding smoking on government premises, the Contractor and/or his employees shall comply with this policy when performing the work in the institutions.

SI15 OTHER

Please note that we do not require any bid bond.

Please note we also accept the umbrella insurance up to 5 million.

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

The Correctional service of Canada will hold (retain) 5 % of the value of the contract until the final acceptance.



Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307Fournisseurs@CSC-SCC.GC.CA



BID AND ACCEPTANCE FORM

BA01 PROJECT IDENTIFICATION

Project Title: **Pumping station modifications - Ventilation**
Bid Solicitation Number: **21301-15-2114977**
Project Number: **550-2-342-3420**

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____

Procurement business number (PBN): _____ in accordance with G113 of the General Instructions to Bidders R2710T (2014-09-25). 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>

Email address: _____

BA03 OFFER

The Bidder offers to Canada to execute the work in the above-mentioned project, according to the Bid Documents for a total Bid Amount of

\$ _____ plus applicable taxes

BA04 BID VALIDITY PERIOD

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

BA05 DURATION OF WORK

The Contractor must execute and complete the Work BY **February 20th, 2015**.



BA06 LIST OF SUBCONTRACTORS

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.

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

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

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

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

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





BA07 SIGNATURE

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

Signature

Date

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