

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**11 Laurier St./11 rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

**Tender To: Public Works and Government Services  
Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

This document contains a Security Requirement.

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

**Issuing Office - Bureau de distribution**

Construction Services Division/Division des services  
de construction  
11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Conservation of Exterior Architect	
<b>Solicitation No. - N° de l'invitation</b> EP076-150499/A	<b>Date</b> 2014-12-04
<b>Client Reference No. - N° de référence du client</b> 20150499	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$FG-350-66292
<b>File No. - N° de dossier</b> fg350.EP076-150499	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-01-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Séguin, Martine	<b>Buyer Id - Id de l'acheteur</b> fg350
<b>Telephone No. - N° de téléphone</b> (819) 956-4975 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Supreme Court of Canada 301 Wellington Street Ottawa, Ontario	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fg350

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

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20150499

fg350EP076-150499

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## **INVITATION TO TENDER**

### **TWO ENVELOPE BID**



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC

11 Laurier St./11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5

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**APPEL D'OFFRES**

Tender To: Public Works and Government Services  
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We hereby offer to sell to Her Majesty the Queen in right of  
Canada, in accordance with the terms and conditions set  
out herein, referred to herein or attached hereto, the goods,  
services, and construction listed herein and on any attached  
sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

This document contains a Security Requirement.

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

Issuing Office - Bureau de distribution  
Construction Services Division/Division des services  
de construction  
11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

Title - Sujet Conservation of Exterior Architect	
Solicitation No. - N° de l'invitation EP076-150499/A	Date 2014-12-04
Client Reference No. - N° de référence du client 20150499	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier fg350.EP076-150499	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-08	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Séguin, Martine	Buyer Id - Id de l'acheteur fg350
Telephone No. - N° de téléphone (819) 956-4975 ( )	FAX No. - N° de FAX (819) 956-8335
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Supreme Court of Canada 301 Wellington Street Ottawa, Ontario	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EP076-150499/A

Amd. No. - N° de la modif.

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fg350EP076-150499

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## INVITATION TO TENDER

### TWO ENVELOPE BID

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## INVITATION TO TENDER

### THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Bidders", SI13, "Security related requirements" and "Supplementary Conditions" SC01 "Security related requirements, document safeguarding location".

### TWO-ENVELOPE BID

This Bid shall be submitted following a "two-envelope" procedure. Refer to SI06, "Submission of Bid" of the Special Instructions to Bidders.

### LIMITATION OF LIABILITY

PWGSC is limiting the Contractor's first party liability for work in Low Rise, High Rise and Heritage Buildings. See changes to GC1.6 "Indemnification by the Contractor" of R2810D in the Supplementary Conditions.

### DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

See related changes to GC2.1 OF R2820D that have been included in the Standard Acquisition Clauses and Conditions (SACC).

### INSURANCE TERMS

The Certificate of Insurance and its instructions has been replaced, see Annex B. (Completed certificate is NOT required at bid closing)

### SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in Federal Construction and Maintenance Projects. Refer to SI14.

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### GENERAL INSTRUCTIONS TO BIDDERS (GI) - R2710T (2014-09-25)

The following Sections of Clause R2710T are set out in Web site:<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provision - Bid
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## **CONTRACT DOCUMENTS (CD)**

### **BID AND ACCEPTANCE FORM (BA)**

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BA08 Signature

### **APPENDIXES**

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ANNEX "C" - VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT

## **SPECIAL INSTRUCTIONS TO BIDDERS (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) intends to retain a Contractor to provide construction services for the project as set out in this Invitation to tender (ITT).
2. Bidders responding to this ITT are requested to submit a full and complete quotation (refer to SI06 'Submission of Bid'). The bid will cover not only the qualifications, experience and organization of the Bidder (Envelope 1 - Qualifications), but also the pricing offered (Envelope 2 - Price).

### **SI02 INTEGRITY PROVISIONS - ASSOCIATED INFORMATION**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of General Instructions Construction Services - Bid Security Requirements, R2710T (2014-09-25). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **SI03 BID DOCUMENTS**

1. The following are the bid documents:
  - a. Invitation to Tender
  - b. Special Instructions to Bidders
  - c. General Instructions to Bidders - Construction Services – Bid Security Requirements R2710T (2014-09-25)
  - d. Supplementary Conditions
  - e. Submission Requirements and Evaluation "SRE"
  - f. Clauses and Conditions identified in "Contract Documents";
  - g. Drawings and Specifications
  - h. Bid and Acceptance Form and related Appendice(s) and Annexe (s)
  - i. Any amendments issued prior to bid closing.
2. General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

### **SI04 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI16 of R2710T of the General Instructions to Bidders, enquiries should be received no later than five (5) 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 no answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

### **SI05 OPTIONAL SITE VISIT**



1. There will be an optional site visit on DECEMBER 16<sup>TH</sup>, 2014 at 10:00am. Interested bidders are to meet at the East Entrance of the Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario.

**SI06 SUBMISSION OF BID**

Section GI09 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-envelope" procedure in which the Bidder submits the Letters of Reference, the proposals, the resumes as per Submission Requirements and Evaluation (SRE) 1 and any required associated document(s) in envelope one (1). The Bid and Acceptance Form, the Appendix 1 and 2 and any required associated document(s) in envelope two (2). Both envelopes shall be enclosed and sealed together in a third envelope, the bid envelope. All envelopes are to be provided by the Bidder.
2. The bid envelope shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of the bids. The bid must be received on or before the date and time set for solicitation closing. Prior to submitting the bid, the Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:
  - a. Solicitation Number;
  - b. Name of Bidder;
  - c. Return address; and
  - d. Closing Date and Time.
3. The Letters of Reference, proposals and resumes and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
  - a. **ENVELOPE 1 - Letters of Reference, Proposals and resumes (QUALIFICATIONS)**;
  - b. Solicitation Number; and
  - c. Name of Bidder.

**Documents to be included in envelope 1 :**

- a) Letters of References;
  - b) Proposals
  - c) Resumes
4. The Bid and Acceptance Form, the Appendix 1 and 2 and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
  - a. **ENVELOPE 2 - PRICE**;
  - b. Solicitation Number; and
  - c. Name of Bidder

**Documents to be included in envelope 2**

- a) Bid and Acceptance Form
  - b) Bid Security
  - c) Appendix "1" - Complete List of each Individual who are currently Directors of the Bidder
  - d) Appendix "2" - Voluntary Certification to support the use of apprentices

The bid shall be in Canadian currency. Exchange rate fluctuation protection is not offered. Any request for exchange rate fluctuation protection shall not be considered.

5. Timely and correct delivery of bids is the sole responsibility of the Bidder.

**SI07 REVISION OF BID**

A bid may be revised by letter or facsimile in accordance with GI10 of R2710T of the General Instructions to Bidders. The facsimile number for receipt of revisions is (819) 956-1459.

**SI08 OPENING OF BIDS / EVALUATION**

1. There will be no public opening at bid deposit time.
2. **Envelope 1** - Qualifications - will be opened in private : this envelope will be opened first to evaluate the submittal requirements. Requirements will be evaluated on a Pass and Fail basis. Failure to meet mandatory requirements and minimum rated requirements will render the bid non-compliant and no other consideration will be given to the bid. Envelope 2 will be returned unopened to the bidder.
3. **Envelope 2** - Price: Only those envelopes from Bidders that meet the mandatory requirements and the required minimum rated requirements of the qualifications shall be opened. Envelope 2 submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.
4. The responsive bid carrying the lowest price will be recommended for contract award.

**SI09 COMPLETION OF SUBMISSION**

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

**SI10 INSUFFICIENT FUNDING**

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

**SI11 DEBRIEFINGS**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

**SI12 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI12 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.



3. If the extension referred to in paragraph 1. of SI12 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

**SI13 SECURITY RELATED REQUIREMENTS**

1. **At bid closing, the Bidder must hold a valid Security Clearance as indicated in Section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.**
2. The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" on the Standard Procurement Documents Web site: <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>

**SI14 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA AND DEFENCE  
CONSTRUCTION CANADA APPRENTICE PROCUREMENT INITIATIVE**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 2.

If you accept fill out and sign Appendix 2.

*The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

#### SI15 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Treasury Board Appendix L, Acceptable Bonding Companies  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>

Contracts Canada (Buy and Sell)  
<https://www.achatsetventes-buyandsell.gc.ca/eng/welcome>

Canadian economic sanctions  
<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Bid Bond (form PWGSC-TPSGC 504)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

Labour and Material Payment Bond (form PWGWSC-TPSGC 506)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Certificate of Insurance (form PWGSC-TPSGC 357)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Schedules of Wage Rates for Federal Construction Contracts  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

PWGSC, Industrial Security Services  
<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

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[Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html](http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html)

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)  
[Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf)



## SUPPLEMENTARY CONDITIONS (SC)

### SC01 SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "A";
  - (b) Industrial Security Manual (Latest Edition).

### SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

#### GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a) In respect to each loss for which insurance is to be provided ", the Commercial General Liability insurance limit for one occurrence as referred to.
  - b) In respect to losses for which insurance is not required to be provided, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

#### SC03 INSURANCE TERMS

##### 1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

##### 2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

##### 3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

##### 4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

##### 5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

#### SC04 REPLACEMENT OF SPECIFIC INDIVIDUALS

- 1) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the same level of qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Departmental Representative may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with SC04- 2). The fact that the Departmental Representative does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- 4) Unavailability of a specific individual by reason of performing work on another project on behalf of or at the request of the Contractor, will not be considered a reason beyond the control of the Contractor pursuant to SC04- 1).



## SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE1** General Information
- SRE2** Technical Bid Submission Requirements and Evaluation
- SRE3** Price Evaluation
- SRE4** Basis of Selection

### SRE 1 General Information

#### 1.1 Submission of Proposals for General Contractor, Bronze Statue Conservator and Heritage Stone Mason:

Submit information on past projects and/or resume(s) as identified in SRE 2.1.2, SRE 2.2.2 and SRE 2.3.2

Submit a reference letter for each of the same (submitted) projects. Refer to Appendix "3", "4" and "5" for reference letter templates.

Submit one (1) original and four (4) copies of the documents in envelope number one (1).

### SRE2 Technical Bid Submission Requirements and Evaluation

#### 2.1 Project Experience for General Contractor

##### 2.1.1 Scoring Criteria

The General Contractor must submit two (2) projects to demonstrate the following criteria which include some mandatory criteria. Failure to demonstrate the mandatory criteria or achieving a passing score will result in bid rejection.

- a) Completion date (within the last five (5) years).
- b) Total construction cost. It is **mandatory** that one of the completed projects must have the minimum value of **\$300 thousand** (excluding taxes).
- c) Building age. It is **mandatory** that one of the completed projects must have been completed on a building 40 years or older in age.
- d) Stone masonry conservation component of the project.
- e) Architectural bronze and/or bronze statue conservation component of the project.
- f) Reference letters for submitted projects from client/property owner/ and/or the Prime Consultant for the project.

##### 2.1.2 Submission Requirements for each of the 2 projects:

The following information should be included:

- The project title, project location, the role of the General Contractor in the project, project completion date, total construction cost of the project and building age.
- A brief description of the masonry/bronze conservation work completed.
- Reference letters for each submitted project (refer to Appendix 2)

## 2.1.3 Scoring

### 2.1.3.1 Scoring Table

General Contractor submission will be scored as identified in the following table.

	Item	Points	Response
	Project Title:	Completed: No points	Title:
	Location:	Completed: No points	Location:
	Role: (General Contractor or as Subcontractor)	Completed: No points	Role:
a)	Completion Date:	<input type="checkbox"/> Both projects less than 5 years: 3 points <input type="checkbox"/> One project greater than 5 years: 2 points <input type="checkbox"/> Both projects greater than 5 years: 0 points	Maximum score: 3 points
b)	Total Construction Cost:	<input type="checkbox"/> Both projects 300K or greater: 5 points <input type="checkbox"/> One project 300K or greater: 3 points <input type="checkbox"/> Both projects less than 300K: <b>Bid rejected</b>	Maximum score: 5 points
c)	Building Age:	<input type="checkbox"/> Both projects on buildings 40 years or older: 5 points <input type="checkbox"/> One project on building 40 years or older: 3 points <input type="checkbox"/> Both projects on buildings less than 40 yrs: <b>Bid rejected</b>	Maximum score: 5 points
d)	Stone masonry conservation component of the project:	<input type="checkbox"/> Both projects have stone masonry conservation component: 5 points <input type="checkbox"/> One project has stone masonry conservation component: 2 points <input type="checkbox"/> None of the projects has stone masonry component: 0 points	Maximum score: 5 points
e)	Architectural bronze or bronze statue conservation component of the project:	<input type="checkbox"/> Both projects have bronze conservation component: 5 points <input type="checkbox"/> One project has bronze conservation component: 2 points <input type="checkbox"/> Neither of two projects has bronze conservation component: 0 points	Maximum score: 5 points
f)	Reference Letter Score:	Based on responses for the 2 projects:	Maximum 10



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	TOTAL SCORE		Maximum Score 33 points  Pass Score 20 points
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### 2.1.3.2 Calculation of Reference Score

One reference letter should be included for each submitted project.

Reference letter 1 :			
	Criteria	Points	Response
A	Quality of finished work:	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
B	Project managed acceptably:	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
C	Project met health and safety considerations:	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	
D	Project completed on time:	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
E	Project delivered on budget:	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
F	Recommendation for work in this field:	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	
Reference letter 2 :			
A	Quality of finished work:	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
B	Project managed acceptably:	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
C	Project met health and safety considerations:	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	
D	Project completed on time:	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors	

		control:1 <input type="checkbox"/> No – but within contractors control: 0	
E	Project delivered on budget:	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
F	Recommendation for work in this field:	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	
	Total of scores from all 2 references:		
	Total score divided by 2 = final score for references:		Maximum score is: 10

## 2.2 Experience for Bronze Statue Conservator and Proposed Core Team

### 2.2.1 Scoring Criteria

The Bronze Statue Conservator must submit three (3) projects and a resume to demonstrate the following criteria, which include mandatory criteria. Failure to demonstrate the mandatory criteria or achieving a passing score will result in bid rejection.

Project related:

- a) Completion date. It is **mandatory** that one of the submitted projects must have been completed within the **last five (5) years**.
- b) Total construction cost of the bronze conservation component. It is **mandatory** that one of the submitted projects must have the minimum total construction cost of **\$60 thousand** (excluding taxes) for bronze conservation.
- c) Bronze Statue Conservation. It is **mandatory** that one of the submitted projects include conservation of bronze statue(s).
- d) Repair Techniques. It is **mandatory** that all three projects must cumulatively demonstrate the following repair techniques:
  - Cleaning methods including:
    - Removal of existing protective coatings;
    - Removal of corrosion products; and,
    - Application of corrosion inhibitors.
  - Repairs, materials and techniques for bronze conservation including:
    - Removal of previous repairs;
    - Re-anchoring loose elements;
    - Patination and spot patination;
    - Peening and chasing the edges to close cracks and seams; and,
    - Filling open cracks and seams and holes.
  - Fabrication, finishing, patination, coating and installation of new (replacement) bronze

- elements to replace missing/damaged bronze parts.
- Application of protective wax coating.
- e) Supervision of all the submitted projects by a Bronze Conservator.
- f) Reference letters for submitted projects from client/property owner/ and/or the Prime Consultant for the project.

Resume:

- g) Bronze Statue Conservator experience in bronze conservation. It is **mandatory** for the Bronze Statue Conservator to have a minimum of seven (7) years of experience in the bronze conservation field
- h) Bronze Statue Conservator supervisory experience. It is **mandatory** for the Bronze Statue Conservator to have a minimum of three (3) years of experience in a supervisory position.
- i) Core Team experience in bronze conservation. It is **mandatory** for the Core Team members to each have a minimum of five (5) years of experience in the bronze conservation field
- j) Core Team's cumulative repair technique experience (refer to 2.2.1 (d)).

## 2.2.2 Submission Requirements:

For submitted projects:

- Include the project title, project location, the role of the Bronze Statue Conservator in the project, project completion date, and total construction cost of bronze conservation.
- Include a summary of the condition of the bronze element(s) prior to conservation and the repair techniques used to conserve them.
- Include information regarding supervision of the project by Bronze Conservator.
- Submit reference letter for each submitted project (refer to Appendix 4).

For Core Team:

- Identify each member of the proposed core team, including the Bronze Statue Conservator, and outline their roles and responsibilities.
- Submit a resume for each proposed core team member, including the Bronze Statue Conservator, that identifies:
  - Number of years of experience in the conservation of bronze elements. A minimum 7 years of experience for Bronze Statue Conservator and a minimum of 5 years of experience for other Team Members are mandatory.
  - Tasks performed in past projects to demonstrate the repair techniques listed above (refer to Section 2.2.1(d)).

## 2.2.3 Scoring

### 2.2.3.1 Scoring Table

Bronze Statue Conservator and the proposed core team submission will be scored as identified in the following table.

	Item	Points	Response
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Scoring of Submitted Projects			
	Project Title:	Completed: No points	Title:
	Location:	Completed: No points	Location:
	Role:	Completed: No points	Role:
a)	Completion date:	<input type="checkbox"/> Three projects completed in less than 5 years: 5 points <input type="checkbox"/> Two projects completed in less than 5 years: 3 points <input type="checkbox"/> One project completed in less than 5 years: 1 point <input type="checkbox"/> All projects completed in more than 5 years: <b>Bid Rejected</b>	Maximum score: 5 points
b)	Total construction cost for the bronze conservation component of the project:	<input type="checkbox"/> Each of the three projects \$60K or greater: 5 points <input type="checkbox"/> Each of the two projects \$60K or greater: 3 points <input type="checkbox"/> One project \$60K or greater: 1 point <input type="checkbox"/> Each of the three projects below \$60K: <b>Bid rejected</b>	Maximum score: 5 points
c)	Bronze statue conservation:	<input type="checkbox"/> One or more projects include bronze statue conservation: 5 points <input type="checkbox"/> None of the projects includes bronze statue conservation: <b>Bid rejected</b>	Maximum score: 5 points
d)	Repair techniques demonstrated cumulatively by three projects (refer to 2.2.1 (d))	<input type="checkbox"/> Yes, all repair techniques demonstrated: 5 points <input type="checkbox"/> No: <b>Bid Rejected</b>	Maximum score: 5 points
e)	Supervision of all submitted projects by Bronze Conservator:	<input type="checkbox"/> Yes: 3 points <input type="checkbox"/> No: 0 points	Maximum score: 3 points
f)	Reference letter score:	(Based on responses to all 3 projects)	Maximum Score: 10 points
Scoring of the Proposed Core Team			
g)	Bronze Statue Conservator experience	<input type="checkbox"/> 10 years and greater: 3 points <input type="checkbox"/> 9-7 years : 2 points <input type="checkbox"/> Less than 7 years: <b>Bid rejected</b>	Maximum Score: 5 points

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	in bronze conservation:		
h)	Bronze Statue Conservator experience at a supervisory level:	<input type="checkbox"/> 5 years and greater: 2 points <input type="checkbox"/> 4-3 years :1 point <input type="checkbox"/> Less than 3 years: <b>Bid rejected</b>	Maximum Score: 5 points
i)	Core team member experience in bronze conservation:	<input type="checkbox"/> 5 years and greater: 5 points <input type="checkbox"/> Less than 5years: <b>Bid rejected</b>	Maximum Score: 5 points
j)	Core Team's cumulative repair technique experience (refer to 2.2.1 (d))	<input type="checkbox"/> Yes, all repair techniques demonstrated: 5 points <input type="checkbox"/> No: 0 points	Maximum Score: 5 points
	Total Score		Maximum score: 53 points <i>Pass Score: 36 points</i>

#### 2.2.3.2 Calculation of Reference Letter Score

Reference letter 1 :			
A	Quality of finished work.	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory:0	
B	Project managed acceptably.	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory:0	
C	Compliance with health and safety regulations	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No:0	
D	Project completed on time	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control:0	
E	Project delivered on budget	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control:0	
F	Recommendation for work in this field	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	



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	<b>Reference letter 2 :</b>		
A	Quality of finished work.	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
B	Project managed acceptably.	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
C	Compliance with health and safety regulations	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No: 0	
D	Project completed on time	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
E	Project delivered on budget	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
F	Recommendation for work in this field	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	
	<b>Reference letter 3 :</b>		
A	Quality of finished work.	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
B	Project managed acceptably.	<input type="checkbox"/> Superior:3 <input type="checkbox"/> Satisfactory:2 <input type="checkbox"/> Not satisfactory: 0	
C	Compliance with health and safety regulations	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No: 0	
D	Project completed on time	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
E	Project delivered on budget	<input type="checkbox"/> Yes:1 <input type="checkbox"/> No – but beyond contractors control:1 <input type="checkbox"/> No – but within contractors control: 0	
F	Recommendation for work in this field	<input type="checkbox"/> Yes: 1 <input type="checkbox"/> No: 0	

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	Total of scores from all 3 reference letters		
	Total score divided by 3 = final score for references		Maximum score: 10 points

## 2.3 Experience for Heritage Stone Mason

### 2.3.1 Scoring Criteria

The heritage mason must submit two (2) projects and a resume that demonstrate the following criteria, which includes some mandatory criteria. Failure to meet the mandatory criteria or achieving a passing score will result in bid rejection.

- Completion date. It is **mandatory** that one of the projects must have been completed within the last five (5) years.
- Building age. It is **mandatory** that all two projects were implemented on stone masonry buildings 40 years and older.
- Total construction cost of stone masonry component of **\$75 thousand (excluding taxes)**.
- Repair Techniques. It is **mandatory** that all submitted projects combined demonstrate the following masonry procedures using hand tools.
  - Raking and re-pointing
  - removing and resetting stone;
  - stone Dutchman;
  - stone cutting;
  - anchor hole repair; and,
  - stone repair using a restoration mortar.
- Reference letters for submitted projects from client/property owner/ and/or the Prime Consultant for the project.
- Years of experience in stone masonry conservation of minimum 7 years.

### 2.3.2 Submission Requirements

Submitted projects:

- Include the project title, project location, role of the heritage mason in the project, project completion date, and building age.
- Include total construction cost for the stone masonry component of the project work.
- Include a summary of the stone masonry condition(s) and the repair techniques used to conserve the stone masonry.
- Submit reference letter for each submitted (refer to Appendix 5).

Resume:

- Include number of years of experience in stone masonry conservation.
- Identify the tasks performed in past projects demonstrating skill in the mandatory stone repair techniques (refer to 2.3.1 (d))

### 2.3.3 Scoring

### 2.3.3.1 Scoring Table

Heritage Stone Mason submission will be scored in the following table.

	Item	Points	Response
	<b>1.2.1.1 Submitted Projects</b>		
	Project Title:	<input type="checkbox"/> Completed: No points	Title:
	Location:	<input type="checkbox"/> Completed: No points	Location:
	Role: ( Masonry Conservator/ Heritage Mason)	<input type="checkbox"/> Completed: No points	Role:
a)	Completion Date:	<input type="checkbox"/> All projects less than 5 years: 5 points <input type="checkbox"/> One or two projects greater than 5 years: 1 point <input type="checkbox"/> All three project greater than three years: <b>Bid rejected</b>	Maximum Score: 5 points
b)	Building Age:	<input type="checkbox"/> All projects on building 40 years and older: 5 points <input type="checkbox"/> One or two projects on building 40 years and older: 3 points <input type="checkbox"/> All projects on building less than 40 years old: <b>Bid rejected</b>	Maximum Score: 5 points
c)	Total construction cost of stone masonry component:	<input type="checkbox"/> Each of the three projects \$75K or greater: 5 points <input type="checkbox"/> One or two projects - each \$75K and greater: 3 points <input type="checkbox"/> Each of the three projects less than \$75K: 0 points	Maximum Score: 5 points
d)	Repair techniques demonstrated by the three projects combined (refer to 2.3.1(d))	<input type="checkbox"/> Yes: 5 points <input type="checkbox"/> No: <b>Bid rejected</b>	Maximum Score: 5 points
e)	Reference Letter Score :	<input type="checkbox"/> Based on responses to all 3 projects:	Maximum Score: 10 points
f)	Experience in stone masonry conservation: (from resume)	<input type="checkbox"/> 10 years or more of experience: 5 points <input type="checkbox"/> 7-9 years of experience: 3 points <input type="checkbox"/> Less than 6 years of experience: 0 points	Maximum Score: 5 points



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	Total		Maximum Score: 35points  Pass Score: 23 points
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### 2.3.3.2 Calculation of Reference Score

Reference Letter 1 :			
A	Quality of finished work.	Superior:3 Satisfactory:2 Not satisfactory: 0	
B	Project managed acceptably.	Superior:3 Satisfactory:2 Not satisfactory: 0	
C	Met all health and safety criterion	Yes: 1 No: 0	
D	Project completed on time	Yes:1 No – but beyond contractors control:1 No – but within contractors control: 0	
E	Project delivered on budget	Yes:1 No – but beyond contractors control:1 No – but within contractors control:0	
F	Recommendation for work in this field	Yes: 1 No: 0	
Reference Letter 2 :			
A	Quality of finished work.	Superior:3 Satisfactory:2 Not satisfactory: 0	
B	Project managed acceptably.	Superior:3 Satisfactory:2 Not satisfactory: 0	
C	Met all health and safety criterion	Yes: 1 No: 0	
D	Project completed on time	Yes:1 No – but beyond contractors control:1 No – but within contractors control: 0	
E	Project delivered on budget	Yes:1 No – but beyond contractors control:1 No – but within contractors control: 0	
F	Recommendation for work in	Yes: 1 No: 0	

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	this field		
	Total of scores from 2 reference letters		
	Total score divided by 2 = final score for references		Maximum score: 10 points

### SRE3 PRICE EVALUATION

The price proposal and bid security shall be submitted in a separate sealed envelope. The price envelopes of all responsive proposals will be opened upon completion of technical submission evaluation. The Bidders submitting the lowest price in the second envelope will be the successful proponent.

### SRE4 BASIS OF SELECTION

Total maximum points for the General Contractor is 33 points; for the Bronze Statue Conservator is 53 points; and for the Heritage Stone Mason is 35 points. A minimum pass score for the General Contractor is 20 points; for the Bronze Statue Conservator is 36 points; and for the Heritage Stone Mason is 23 points. The minimum pass score must be achieved to proceed to the opening of the price proposal (Envelope 2).

The Bidders submitting the lowest price in the second envelope will be the successful proponent. In the case of a tie, the Bidder whose technical criteria score is the highest will be the successful bidder.



## CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:

- a. Contract page when signed by Canada;
- b. Duly completed Bid and Acceptance Form and any Appendices and Annexes attached thereto;
- c. Submission Requirements
- d. Drawings and Specifications;
- e. General Conditions:
  - GC1 General Provisions R2810D (2014-09-25);
  - GC2 Administration of the Contract R2820D (2014-09-25);
  - GC3 Execution and Control of the Work R2830D (2014-03-01);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2850D (2014-06-26);
  - GC6 Delays and Changes in the Work R2860D (2013-04-25);
  - GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - GC8 Dispute Resolution R2880D (2012-07-16);
  - GC9 Contract Security R2890D (2014-06-26);
  - GC10 Insurance
  - Allowable Costs for Contract Changes under GC6.4.1 R2950D (2014-06-26)
  - Supplementary Conditions;
- f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- h. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site [buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual](http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)

3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

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**BID AND ACCEPTANCE FORM (BA)**

**BA01 IDENTIFICATION - R.045880.002**

Conservation of Exterior Architectural Metalwork, Supreme Court of Canada  
301 Wellington Street, Ottawa, Ontario

**BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

**BA03 THE OFFER**

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of:

\$\_\_\_\_\_ excluding applicable taxes  
(amount in numbers)

**BA04 BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

**BA05 ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents referred to in CONTRACT DOCUMENTS (CD).

**BA06 CONSTRUCTION TIME**

The Contractor shall perform and complete the work within fifteen (15) weeks from the date of acceptance of the offer.

**BA07 BID SECURITY**

The Bidder is enclosing bid security with its bid in accordance with GI08 - R2710T - General Instructions - Construction Services - Bid Security Requirements.

**BA08 SIGNATURE**

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print) Email

\_\_\_\_\_  
Signature Date

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**APPENDIX "1"**

**COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY  
DIRECTORS OF THE BIDDER**

**NOTE TO BIDDERS**

**WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

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## APPENDIX 2

### VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICE

*Note; The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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## APPENDIX "3"

### LETTER OF REFERENCE - General Contractor

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
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CCC No./N° CCC - FMS No./N° VME

**Project Letter of Reference - General Contractor**

The project that is presented by the bidder should demonstrate the requirements identified in SRE 2.1.1

This hereby confirms that the following contractor: \_\_\_\_\_

Executed the work for the following project: \_\_\_\_\_

\_\_\_\_\_  
Client Name  
(Block Letters)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial Contract value (excluding taxes)

\_\_\_\_\_  
Final Contract value (excluding taxes)

\_\_\_\_\_  
Explain for any discrepancy between the initial and final value

\_\_\_\_\_  
Original expected Contract Completion date

\_\_\_\_\_  
Actual Contract Completion date



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EP076-150499/A

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CCC No./N° CCC - FMS No./N° VME

Circle the most appropriate response to the following 6 questions. Provide additional information and/or comments as required in the space below each question.

Question	Response		
A. How was the quality of the finished work?	Superior	Satisfactory	Not satisfactory
Comments:			
B. How was the management of the project (e.g. co-ordination of work, quality control, effectiveness of scheduling, implementation of work)?	Superior	Satisfactory	Not satisfactory
Comments:			
C. Was the work completed in accordance with the relevant health and safety regulations?	Yes		No
Comments:			
D. Was the project completed on time?	Yes		No
If no, was this due to conditions beyond the control of the contractor (e.g. strike, changes in site conditions, weather extremes, client requested changes to scope of work)?	Yes		No
Comments:			
E. Was the project delivered on budget?	Yes		No
If no, was this due to conditions beyond the control of the contractor (e.g. unforeseen conditions, client requested changes to scope of work)?	Yes		No
Comments:			
F. Would you recommend the general contractor for work in this field?	Yes		No

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Comments:

Other Comments:

**\*\* NOTE:**     ENVELOPE NO. 1

It is mandatory that one (1) original and four (4) copies of this reference letter be provided

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## **APPENDIX "4"**

### **LETTER OF REFERENCE FOR BRONZE STATUE CONSERVATOR**



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EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
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Client Ref. No. - N° de réf. du client  
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File No. - N° du dossier  
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CCC No./N° CCC - FMS No./N° VME

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**Project Letter of Reference – BRONZE STATUE CONSERVATOR**

The project that is presented by the bidder should demonstrate the requirements identified in SRE 2.2.1

This hereby confirms that the following contractor: \_\_\_\_\_

Executed the work for the following project: \_\_\_\_\_

_____ Client Name (Block Letters)	_____ Title	_____ Signature
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_____ Company Name	_____ Telephone	_____ Date
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_____ Initial Contract value (excluding taxes)	_____ Final Contract value (excluding taxes)
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\_\_\_\_\_  
Explain for any discrepancy between the initial and final value

_____ Original expected Contract Completion date	_____ Actual Contract Completion date
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Solicitation No. - N° de l'invitation  
EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
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CCC No./N° CCC - FMS No./N° VME

Circle the most appropriate response to the following 6 questions. Provide additional information and/or comments as required in the space below each question.

Question	Response		
A. How was the quality of the finished work?	Superior	Satisfactory	Not satisfactory
Comments:			
B. How was the management of the project (e.g. co-ordination of work, quality control, effectiveness of scheduling, implementation of work)?	Superior	Satisfactory	Not satisfactory
Comments:			
C. Was the work completed in accordance with the relevant health and safety regulations?	Yes	No	
Comments:			
D. Was the project completed on time?	Yes	No	
If no, was this due to conditions beyond the control of the contractor (e.g. strike, changes in site conditions, weather extremes, and client requested changes to scope of work)?	Yes	No	
Comments:			
E. Was the project delivered on budget?	Yes	No	
If no, was this due to conditions beyond the control of the contractor (e.g. unforeseen conditions, and client requested changes to scope of work)?	Yes	No	
Comments:			
F. Would you recommend the conservators for work in this field?	Yes	No	
Comments:			

Solicitation No. - N° de l'invitation  
EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
20150499

File No. - N° du dossier  
FG350EP076-150499

CCC No./N° CCC - FMS No./N° VME

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Other Comments:


**\*\* NOTE:**     ENVELOPE NO. 1

It is mandatory that one (1) original and four (4) copies of this reference letter be provided



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EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
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File No. - N° du dossier  
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CCC No./N° CCC - FMS No./N° VME

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## APPENDIX "5"

### LETTER OF REFERENCE FOR HERITAGE STONE MASON

Solicitation No. - N° de l'invitation  
EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
20150499

File No. - N° du dossier  
FG350EP076-150499

CCC No./N° CCC - FMS No./N° VME

**Project Letter of Reference - HERITAGE STONE MASON**

The project that is presented by the bidder should demonstrate the requirements identified in SRE 2.3.1

This hereby confirms that the following contractor: \_\_\_\_\_

Executed the work for the following project: \_\_\_\_\_

\_\_\_\_\_  
Client Name  
(Block Letters)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial Contract value (excluding taxes)

\_\_\_\_\_  
Final Contract value (excluding taxes)

\_\_\_\_\_  
Explain for any discrepancy between the initial and final value

\_\_\_\_\_  
Original expected Contract Completion date

\_\_\_\_\_  
Actual Contract Completion date

Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
20150499

File No. - N° du dossier  
FG350EP076-150499

CCC No./N° CCC - FMS No./N° VME

Circle the most appropriate response to the following 6 questions. Provide additional information and/or comments as required in the space below each question.

Question	Response		
A. How was the quality of the finished work?	Superior	Satisfactory	Not satisfactory
Comments:			
B. How was the management of the project (e.g. co-ordination of work, quality control, effectiveness of scheduling, implementation of work)?	Superior	Satisfactory	Not satisfactory
Comments:			
C. Was the work completed in accordance with the relevant health and safety regulations?	Yes	No	
Comments:			
D. Was the project completed on time?	Yes	No	
If no, was this due to conditions beyond the control of the contractor (e.g. strike, changes in site conditions, weather extremes, client requested changes to scope of work)?	Yes	No	
Comments:			
E. Was the project delivered on budget?	Yes	No	
If no, was this due to conditions beyond the control of the contractor (e.g. unforeseen conditions, client requested changes to scope of work)?	Yes	No	
Comments:			
F. Would you recommend the mason for work in this field?	Yes	No	
Comments:			

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
20150499

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CCC No./N° CCC - FMS No./N° VME

Other Comments:

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Buyer ID - Id de l'acheteur  
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File No. - N° du dossier  
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CCC No./N° CCC - FMS No./N° VME

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## ANNEX "A"

# SECURITY REQUIREMENT CHECK LIST



Government  
of Canada

Gouvernement  
du Canada

RECEIVED

JUL 15 2014

Contract Number / Numéro du contrat

EP076-15-0499

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction Real property Branch		
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Supreme Court Bronze Elements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners; maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of Information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
		TRÈS SECRET <input type="checkbox"/>
		TOP SECRET (SIGINT) <input type="checkbox"/>
		TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government of Canada  
Gouvernement du Canada

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Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Amended To Reliability

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

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Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET
											A	B	C		
Information / Assets Renseignements / Biens Production															
IT Media / Support TI															
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
20150499

File No. - N° du dossier  
FG350EP076-150499

CCC No./N° CCC - FMS No./N° VME

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**ANNEX "B"**  
**CERTIFICATE OF INSURANCE**

# CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work Conservation of Exterior Architectural Metalwork Supreme Court of Canada, 301 Wellington Street, Ottawa, Ontario	Contract No.
	Project No. <b>R.045880.002</b>

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$
Builder's Risk / Installation Floater				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

<div></div> Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	<div></div> Telephone number
<div></div> Signature	<div></div> Date D / M / Y



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

<p><b>General</b></p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p><b>Commercial General Liability</b></p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> <li>(a) Blasting.</li> <li>(b) Pile driving and caisson work.</li> <li>(c) Underpinning.</li> <li>(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li> </ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> <li>(a) <b>\$5,000,000</b> Each Occurrence Limit;</li> <li>(b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li> <li>(c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li> </ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p><b>Builder's Risk / Installation Floater</b></p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2</a>):</p>
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Solicitation No. - N° de l'invitation  
EP076-150499/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
350FG

Client Ref. No. - N° de réf. du client  
20150499

File No. - N° du dossier  
FG350EP076-150499

CCC No./N° CCC - FMS No./N° VME

## ANNEX C

### VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

*This report is not required at bid deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade

(Add rows as needed)