

IP - 11351

INVITATION TO TENDER (ITT)

FOR THE PROVISION OF:

ASBESTOS ABATEMENT

BUILDING 2A – 3701 CARLING AVENUE, OTTAWA ONTARIO

**COMMUNICATIONS RESEARCH CENTRE
(CRC Project #: CRC IO-000CRC0603395)**

FOR THE

DEPARTMENT OF INDUSTRY CANADA

PART 1: GENERAL INFORMATION / CONDITIONS

1. Instructions for Submitting a Tender

Bidders must prepare and submit their formal Tenders as follows:

SECTION 1 – TECHNICAL SUBMISSION (1 copy) (with no reference to price)

This section must include your response to the Mandatory and Essential Requirements as stated in Part II, section 12.0. This section should also include a signed copy of the Certifications included in Part III.

SECTION 2 – FINANCIAL SUBMISSION (1 copy)

This section must include the duly completed and signed Bid and Acceptance Form provided in Appendix A of this ITT. The Bidder should also refer to Part II, section 13.0 for additional information related to the financial portion of their tender.

Note: Prices shall not appear in any other area of the tender except in the Bid and Acceptance Form.

OPTION 1

DELIVERY METHODS:

Tenders may be submitted by any of the following delivery methods:

- 1. By e-mail: CRC-Procurement@ic.gc.ca**

When using the e-mail method, bids must be submitted in one e-mail with two attachments clearly identified as follows:

- i) Technical Bid
- ii) Financial Bid

All attachments must contain ITT number (IC 603399).

OR

- 2. Hard Copy to:**

**Communications Research Centre
Procurement and Contracting Unit
Building 74, Room 109
3701 Carling Avenue
Ottawa, Ontario K2H 8S2**

When using this Hard Copy delivery address method, bids must be submitted in two separate sealed packages as follows:

1. Technical Bid
2. Financial Bid

Bidders must ensure that the ITT number (IC 603399) is clearly marked on all envelopes/parcels when tenders are delivered to the above mentioned address.

IMPORTANT NOTICE TO BIDDERS

Tenders submitted to any e-mail address or mailing address other than that stated herein will not be considered. The CRC will not assume responsibility for misdirected tenders. Tenders must be submitted before the specified tender closing date and time. The CRC will not assume responsibility for tenders received after the tender closing date and time.

2. General Conditions and Clauses

a) The following terms and conditions will be part and parcel of this ITT and the resulting contract:

GC1 General Provisions	R2810D (2011-05-16)
GC2 Administration of the Contract	R2820D (2011-05-16)
GC3 Execution and Control of the Work	R2830D (2010-01-11)
GC4 Protective Measures	R2840D (2008-05-12)
GC5 Terms of Payment	R2850D (2010-01-11)
GC6 Delays and Changes in the Work	R2860D (2008-05-12)
GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12)
GC8 Dispute Resolution	R2880D (2008-12-12)
GC9 Contract Security	R2890D (2011-05-16)
GC10 Insurance	R2900D (2008-05-12)

Supplementary Conditions

Insurance terms	R2910D (2008-12-12)
Fair Wages and Hours of Labour - Labour Conditions	R2940D (2010-01-11)
Allowable Costs for Contract Changes Under GC6.4.1	R2950D (2007-05-25)
Schedules of Wage Rates for Federal Construction Contracts	

b) 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:

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

c) Schedules of Wage Rates for Federal Construction Contracts are included by reference and may be accessed from the Web site:

http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml

3. Enquiries - Solicitation Stage

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the ITT, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the Contracting Authority named below. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this paragraph may (for that reason alone) result in the disqualification of the proposal. Enquiries must be IN WRITING. Enquiries must be received no less than three (3) working days prior to the ITT closing date to allow sufficient time to provide a response. Enquiries received after that time might not be answered prior to the ITT closing date.

4. Mandatory Site Visit

A Mandatory Site Visit will be held at the CRC Campus located at 3701 Carling Avenue, Ottawa, ON, on January 13, 2015 at 10:00 a.m. Eastern Standard Time.

Bidders who do not attend the mandatory site visit cannot submit a proposal.

Bidders that are planning to participate in this Site Visit are asked to contact the Contracting Authority mentioned below to confirm their attendance; no later than one (1) working day prior to the Site Visit. Photo identification is required for access onto campus grounds.

Contracting Authority for this ITT is:

Contracting Authority	Alternate Contracting Authority
<p>Anne Nino Manager Procurement and Contracting Officer Communications Research Centre Canada Centre de recherches sur les communications Canada 3701 Carling Ave. 3701, avenue Carling PO Box 11490, Station H CP 11490, succursale H Building 74, room 109 édifice 74, salle 109 Ottawa ON K2H 8S2 Ottawa (Ontario) K2H 8S2 (613) 998-1922 anne.nino@ic.gc.ca Web site / Site web : www.crc.ca Government of Canada Gouvernement du Canada</p>	<p>Jennifer Miljour Procurement and Contracting Officer Communications Research Centre Canada Centre de recherches sur les communications Canada 3701 Carling Ave. 3701, avenue Carling PO Box 11490, Station H CP 11490, succursale H Ottawa ON K2H 8S2 Ottawa (Ontario) K2H 8S2 (613) 990-6278 jennifer.miljour@ic.gc.ca fax / téléc. (613) 993-8657 Web site / Site web : www.crc.ca Government of Canada Gouvernement du Canada</p>

5. Conditions Precedent to Contract Award

A Condition Precedent to Contract Award shall be construed as a requirement that must be met prior to contract award (as opposed to a mandatory requirement that must be met at the bid closing date and time pursuant to Part II, Section 12.0 – Mandatory Requirements of this ITT), and the Contracting Authority may, before award of any contract, seek clarification from the

Bidder and/or make verification to validate any information submitted by the Bidder in this regard.

If a tender is recommended for award of a contract, Industry Canada (IC) reserves the right to request the Bidder to provide to the Contracting Authority, prior to contract award, the documents enumerated hereunder that may apply and be used in the performance of the work under any resulting contract. At contract award, the Contracting Authority may include these documents into the resulting contract.

1. a proposed payment schedule
2. a detailed cost breakdown of the labour and materials
3. a detailed project schedule identifying the timeline for the execution and completion of the work
4. proof of license to practice in the province of Ontario
5. Workers Compensation Certificate
6. Certificate of Insurance

Industry Canada reserves the right at its sole discretion to assess its adequacy and validity of the above specified documents prior to acceptance. Should any of these documents be found unacceptable, no further consideration shall be given and no contract shall be awarded to this Bidder. Therefore, IC further reserves the right to evaluate the proposal submitted by the 2nd lowest Bidder and the process shall continue until all of the above enumerated documents are acceptable to IC.

Part II: Terms of Reference

1.0 PURPOSE

The department of Industry Canada, specifically the Communications Research Centre (CRC) is seeking offers from Contractors interested in providing all labour, material, and equipment required for asbestos abatement located in Building 2A.

The area of work shall be within the National Capital Region, specifically floors 1, 2 and 3 of BUILDING 2A at 3701 Carling Avenue, Ottawa, ON. The services will be required for a period commencing from contract award to March 31, 2015.

2.0 TITLE OF PROJECT

BUILDING 2A Asbestos Abatement

3.0 BACKGROUND

Communications Research Centre Canada (CRC) is an Agency of Industry Canada, and custodian and largest resident of the Shirley's Bay Campus. CRC is the Canadian Government's primary laboratory for research and development (R&D) in advanced telecommunications systems in radio, satellite, broadcasting and fiber optics. There are approximately 62 permanent buildings and 60 temporary buildings onsite with the earliest construction dates going back to 1950.

The project involves asbestos abatement in accordance with Federal, Provincial, and local Requirements. A review of the Site has indicated that asbestos containing plaster is present throughout Building 2A.

The designated substances survey report for the Site states that designated substances including asbestos, lead, mercury and silica are present at the Site. Potential PCB containing materials are present at the Site.

4.0 PROJECT REQUIREMENTS/OBJECTIVES

The project objective is to prepare the space for future renovation. At the completion of the project the space will be returned to bare walls, floors and open ceilings free of any potential hazards.

This project must be carried out by a competent contractor with significant previous experience and training related to designated substances and hazardous materials handling. The successful contractor must meet the following criteria:

1. Contractor must demonstrate experience in conducting at least three projects of similar complexity to this project within the last three years.
2. Contractor must be able to provide proof of training including:

- a. Asbestos awareness training in accordance with Ontario Regulation 278/05, section 8(3)(e) for all workers involved in asbestos abatement operations.
 - b. Asbestos abatement training 253W for workers and 253S for supervisors involved in Type 3 asbestos abatement operations.
 - c. Respiratory training and fit testing in accordance with CSA Standard Z94.4-02 Selection, Use, and Care of Respirators.
 - d. Workplace hazardous materials information systems (WHMIS)
 - e. First aid training.
3. Contractor must provide a written respiratory protection program in accordance with CSA Standard Z94.4-02.
 4. Contractor must provide a written Site-Specific health and safety plan in accordance the Ontario Health and Safety Act of Ontario.
 5. Contractor must have Environmental/Pollution liability insurance with a limit of not less than one million dollars.
 6. Contractor personnel and all subcontractors must hold the following valid security clearance granted and approved by the Canadian Industrial security Directorate Reliability Status

5.0 SCOPE OF WORK

The asbestos abatement includes but is not limited to the following for floors one through three:

- Type 3 removal and off-Site disposal of all interior and perimeter plaster located throughout the Site. Includes all plaster concealed behind drywall walls.
- Type 2 disturbance of asbestos containing plaster to facilitate the removal of all drywall installed to plaster.
- Type 2 disturbance of asbestos containing plaster to facilitate the cleaning and recycling of all furring located through the Site.
- Disturbance of lead-containing and lead-based paints in accordance with the Ministry of Labour Guideline, Lead on Construction Projects, as amended at the time of the project.
- Disturbance of silica-containing materials in accordance with the Ministry of Labour Guideline, Silica on Construction Projects, as amended at the time of the project.
- Handling of potentially PCB containing light ballasts. The contractor is expected to collect, segregate, and work with the consultant to identify any PCB containing light ballasts. The contractor is responsible for the handling of any PCB containing equipment.

6.0 PROJECT CONSTRAINTS

The services rendered by the selected company will be in support of the Real Estate and Property directorate of Industry Canada.

The project is to fully comply with all applicable codes, regulations and acts. The Contractor must be licensed to practice in the Province of Ontario.

The Contractor will ensure that all the applicable codes and regulations are met or exceeded, such that the most stringent shall govern.

The Contractor must ensure that they comply with the "Directive on Disposal of Surplus Material" Treasury Board of Canada Secretariat and provide Industry Canada with documented proof upon disposal that they items have met the criteria;

All plumbing work to be completed by a licensed master plumber;

All electrical work to be conducted by an electrician with a valid construction and maintenance license;

All asbestos abatement and handling of designated or hazardous materials must be conducted by qualified contractors based on experience and training; and

The Contractor is expected to adhere to acceptable quality assurance and quality control (QA/QC) procedures throughout the project as per building codes and standards.

Work shall be performed in accordance with Chapter 8 - Construction, Renovation and Demolition Waste of the Public Works and Government Services document The Environmentally Responsible Construction and Renovation Handbook to achieve a minimum of 80% waste diversion

Building materials containing designated or hazardous substances as identified by the Ministry of Labour and the Ontario Occupational Health & Safety Act shall not be used unless approval from CRC's Environmental Officer is provided in writing. The use of concrete containing silica is an exception and will not require prior approval for use.

7.0 ASSOCIATED DOCUMENTS

The Contractor is to make reference to the following construction documents which are provided as supporting documentation to this ITT.

Reports:

1. Designated Substances Survey, Building 2A, Shirley's Bay Campus, Ottawa, Ontario, EHS Partnerships Ltd., October 2013, Ref. No.: 04-0074-13-051.
2. Plaster Investigation, Building 2A, Shirley's Bay Campus, Ottawa, Ontario, EHS Partnerships Ltd., November 2014, Ref. No.: 04-0074-14-028

Specification Sections:

1. Section 01 35 29.14 – Health and Safety
2. Section 02 41 21 – Deconstruction of Structures
3. Section 02 81 01 – Hazardous Materials
4. Section 02 82 00.02 – Asbestos Abatement Type 2 Operations
5. Section 02 82 00.03 – Asbestos Abatement Type 3 Operations

All specifications and drawings provided by the CRC or on behalf of the CRC to the Contractor in connection with the Contract belong to the CRC and must be used by the Contractor only for the purposes of performing the Work.

8.0 PROJECT DETAILS

8.1 Schedule/Timeline

The Contractor must have completed all the work on or before March 31, 2015.

The Contractor is to provide an estimated project schedule upon award of contract. The schedule must allow for any foreseen and unforeseen delays.

8.2 Suspension of Work

The Project Authority may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the Project Authority shall provide the Contractor with a written notification indicating the effective date and time of the suspension, the intended duration, and reason for the suspension (e.g. non-compliance of health and safety regulations, encountering unexpected contamination, or exceeding budget).

On the date indicated in the suspension notification, the Project Authority may, together with the Contractor, draw up an itemized list of all work suspended.

In the event of a work suspension, the Contractor shall update the work schedule with the assistance and approval of the Project Authority.

8.3 Project Implementation

During the Construction phase of the project the building will be unoccupied however the basement of Building 2A adjacent connecting buildings will be occupied. Generally, the following implementation requirements have been identified. Equipment producing excessive noise such as electrical generators and chippers will be permitted to operate between the hours of 08:00 to 16:00 however the Project Authority reserves the right to have all noisy work conducted outside of normal business hours..

8.3.1 Execution of Work

The Contractor shall carry out the work without interruption until completed and accepted by CRC.

The Contractor shall execute work with least possible interference or disturbance to the normal use of premises and the existing building systems. The Contractor must make arrangements with the Project Authority to facilitate work as stated.

The Contractor shall carry out the work in accordance with the most recent versions of the Municipal, Provincial and Federal directives, acts and regulations regarding all divisions related to this contract. In the event of a conflict between acts and regulations, the more stringent one must be observed.

8.3.2 Use of Site and Facilities

The Contractor is to maintain existing services to building and provide for personnel and vehicle access.

The Contractor must maintain stairwell A, the corridor entrance into 2A (from 2B wing) and the fire panel project accessible throughout the project.

The Contractor is to protect existing equipment from damage, safety hazards and overloading. The Contractor will be provided an onsite storage area for decontaminated equipment to be retained by the Client.

The Contractor is to provide waste dumpsters for collection of construction waste and make provision for periodic removal of waste from the site during construction. The waste bins are to be placed on the grassy area adjacent to stairwell to right of room 107 of Building 2A. Bins must be kept a minimum of 10ft away from the building. All waste and debris are to be disposed off CRC property.

The passenger elevator may be used for waste transfer however the contractor assumes all responsibility for any maintenance, or repairs required to the elevator during the abatement activities.

The Contractor is to maintain project grounds and public properties free from accumulations of waste materials on a daily basis.

No cameras are permitted on site and no photographs shall be taken unless authorized by the Project Manager.

Parking arrangements must be made with the Project Manager.

The Contractor is to keep the facilities clean and return the facilities back to its original clean condition once the work is completed.

8.3.3 Protection of Public Traffic

The Contractor must:

Comply with requirements of Industry Canada, CRC traffic policy in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment.

Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to work.

Provide and maintain competent signal flag operators, traffic signals, barricades and flares or lanterns as required to perform work and protect public.

Place equipment in position to present minimum of interference and hazard to travelling public.

Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.

Not leave equipment on travelled way overnight.

Not close any lanes of road without approval of the Project Authority. Before re-routing traffic erect suitable signs and devices in accordance with applicable codes.

Maintain access to property including overhead clearances for use by emergency response vehicles.

8.3.4 Site Storage

The Project Authority will assign storage space adjacent to the building site. The Contractor shall obtain and pay for lockable weatherproof sheds for storage of tools, equipment and materials which shall be equipped and maintained by the Contractor. The Contractor must coordinate location of storage space/sheds with the Project Authority prior to delivery.

The Contractor is to not unreasonably encumber site with materials or equipment.

The Contractor must move stored products or equipment, which interfere with operations of Project Authority's other contractors.

The Contractor must obtain and pay for use of additional storage or work areas needed for operations.

8.4 Liabilities

The Contractor shall assume responsibility for any accident or damage cause by it's employees and/or equipment to CRC property or personnel as a result of the Contractor's activities.

The Contractor shall assume responsibility for the security of its equipment and materials during and after working hours. CRC shall not be liable for any vandalism, theft or loss.

The Contractor shall be responsible for making whatever representations are necessary to the pertinent organizations in order to carry out the Work. The costs incurred in obtaining these documents shall be the responsibility of the Contractor.

The Contractor is responsible for notifying the Project Authority of any on-site activity, and obtaining approval to gain access to the Campus 48 hours before entering the site.

8.4.1. Unplanned Shut-Down

The utilities provided to the Contractor by CRC will be subject to the requirements of the campus and may be cut off without prior notice at any time by its representatives.

CRC will not be liable for any damage or delay resulting from the interruption of these utilities.

8.4.2 Temporary Utilities

Existing services required for the work, may be used by the Contractor without charge. The Contractor is to ensure capacity is adequate prior to imposing additional loads. The Contractor must connect and disconnect temporary utilities at their own expense.

Temporary services required for work may be available without charge where there is capacity to do so, and at the discretion of the Project Authority. Mechanical and Electrical connections must be in accordance with applicable codes. Connections and disconnections to/from services shall be at the Contractor's expense and responsibility.

The Contractor is to notify the Project Authority and utility companies of intended interruption of services and obtain requisite permission.

The Contractor must provide the Project Authority one (1) week notice related to each necessary interruption of any mechanical or electrical service throughout the course of the work. The Contractor must keep duration of these interruptions to a minimum. The Contractor must carry out all interruptions after normal working hours of the occupants, preferably on weekends.

8.5 Health and Safety Program

The Contractor will be responsible to take all necessary steps to protect the workers from harm in accordance with revised statutes of the current Canada Labour Code.

CRC emergency procedures and fire, health and safety requirements applicable to work taking place on CRC property will be provided by the Project Authority to the successful Contractor. Adherence to the health and safety measures specified in that plan shall be mandatory for all on-site personnel and all site visitors.

All Contractor employees, and all site visitors shall have the appropriate safety equipment and training.

The Contractor must be prepared to provide supporting documentation attesting to the suitability of the workers regarding project specific training requirements if requested by the Project Authority.

The Contractor must also be prepared to provide a copy of their company safety plan.

8.6 Working Hours

Unless advised otherwise and approved, the work performed at the Campus by the Contractor shall be carried out during normal working hours (07:00-18:00) during the week and shall be carried out with the least possible interference or disturbance to building occupants and Campus activities or operations. Contractors wishing to work outside these hours will require approval from the Project Authority.

9.0 MANAGEMENT OF THE PROJECT

9.1.1 Contracting Authority:

Contracting Authority	Alternate Contracting Authority
<p>Anne Nino Manager Procurement and Contracting Officer Communications Research Centre Canada Centre de recherches sur les communications Canada 3701 Carling Ave. 3701, avenue Carling PO Box 11490, Station H CP 11490, succursale H Building 74, room 109 édifice 74, salle 109 Ottawa ON K2H 8S2 Ottawa (Ontario) K2H 8S2 (613) 998-1922 anne.nino@ic.gc.ca fax / téléc. (613) 993-8657 Web site / Site web : www.crc.ca Government of Canada Gouvernement du Canada</p>	<p>Jennifer Miljour Procurement and Contracting Officer Communications Research Centre Canada Centre de recherches sur les communications Canada 3701 Carling Ave. 3701, avenue Carling PO Box 11490, Station H CP 11490, succursale H Ottawa ON K2H 8S2 Ottawa (Ontario) K2H 8S2 (613) 990-6278 jennifer.miljour@ic.gc.ca fax / téléc. (613) 993-8657 Web site / Site web : www.crc.ca Government of Canada Gouvernement du Canada</p>

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

9.1.2 Project Authority:

The Project Authority for the Contract is:

The name of the Project Authority will be provided at contract award.

The Project Authority (or assigned departmental representative) has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document. The Project Authority (or assigned departmental representative) is responsible for all matters concerning the technical content of the Work under this requirement. Any proposed changes to the Scope of Work are to be discussed with the Project Authority or his assigned departmental representative.

9.1.3 Contractor:

1. The Contractor shall establish and maintain, throughout the duration of the project, a team capable of effectively delivering the services described in this document.
2. The Contractor shall deliver the project within the time frame and assigned budget in accordance with the approved plan agreed to by the Project Authority.
3. Upon execution of the contract, the Contractor shall be responsible for producing all work in a conscientious and professional manner.
4. The Contractor shall coordinate project requirements with any base building renovation work that may be underway.

9.2 Coordination with CRC

Upon contract award, the Contractor shall:

1. Carry out services in accordance with approved documents and directions given by the Project Authority.
2. Correspond only with the Project Authority at the times and in the manner dictated by the Project Authority. The Contractor shall not communicate with the client department unless so authorized in writing by the Project Authority.
3. Ensure all communications carry the CRC's Project Title, Project Number and File Number.
4. Advise the Project Authority of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The Contractor shall detail the extent and reasons for the changes and obtain written approval before proceeding.
5. Investigations and/or site reviews in public areas shall be performed during regular hours, access to office space/LAN room/Lab space must be arranged by the Project Authority.
6. Ensure all activities performed shall provide for the protection of the health and safety of the facility's occupants, shall not disturb the facility's security systems and procedures and shall not disturb the operations performed in and around the facility.

9.3 Project Response Time Requirements

1. It is a requirement of all projects covered under this ITT that the prime Contractor and their proposed sub-contractors should be personally available to attend meetings within 48 hours' notice to the Project Authority's request (and respond to inquiries by email/phone within 24 hours), in the locality of the place of the work, and respond to inquiries from the date of the award of the Contract until final inspection and turnover.

2. The Contractor must be able to demonstrate the availability of adequate resources within their proposed team(s) to deliver the scope of services outlined in this ITT in a timely fashion.

9.4 Client Support

Subject to applicable security restrictions, the Contractor will be given access to existing plans, survey notes, design notes, specifications or reports that will aid in the work. All such documents must be returned to the Project Authority on termination of the contract.

10.0 SECURITY

Security requirements are required when the Contractor and his subordinates are within the building. CRC will provide a Commissionaire, as required, upon 48hrs notification through the Project Authority.

The Contractor will supply the Project Authority with a list of names of employees and sub-contractors who will be accessing the site prior to starting work, once the contract is awarded.

Access to the site is subject to the following restrictions: The Contractor and his employees and sub-contractors must sign in every day at the CRC Guard House Reception Building 1, and are subject to any other regulations as laid down by the Security Emergency Operations (SEO) and the Project Authority. All possible steps will be taken to provide the Contractor with access to the area at all times, however CRC activity may require some closure of the area.

10.1 Site Access

Any of the Contractor's personnel on the Campus must be approved by CRC. Unauthorized personnel are not allowed on the Campus for any reason.

10.2 Security Escort

All personnel employed on this project shall always be escorted when accessing or working within the construction site areas within buildings during normal working hours. Personnel shall always be escorted in all areas outside of normal working hours.

The Contractor must submit an escort request to the Project Authority at least three (3) days before the service is needed. For requests submitted within the time mentioned above, the costs of the security escort will be paid for by the Project Authority. The cost incurred by a late request will be charged to the Contractor. Any escort request may be cancelled free of charge if notification of cancellation is given at least 24 hours before the scheduled time of the escort. The cost incurred by a late cancellation will be charged to the Contractor.

The calculation of costs will be based on the average hourly rate of a security officer for a minimum of eight (8) hours per day for a late service request and for late cancellations.

Industry Canada, CRC site is a secure site. All contractors are restricted to the construction area. Contractors are not permitted access to occupied areas of the site and facilities outside of the construction zone.

11.0 EVALUATION PROCEDURES

11.1 Proposals will be evaluated in three separate steps as follows:

Evaluation of the technical and financial Mandatory Requirements as listed in Section 12.0 below.

Only proposals meeting all of the Mandatory Requirements will advance to Step b);

Evaluation of the technical rated requirements as listed in Section 13.0 below. Only proposals meeting all of the rated technical requirements (minimum 75%) will advance to Step c).

c) Evaluation of the financial rated requirements as listed in Section 14.0 below.

Note: Industry Canada may choose to terminate the evaluation of any proposal upon the first findings of non-compliance with a mandatory requirement or upon the first finding where a proposal fails to meet a minimum score for a rated requirement.

11.2 An evaluation team composed of representatives of Industry Canada will evaluate the proposals.

The evaluation team reserves the right but is not obliged to perform any of the following:

a) Seek clarification or verify any oral information provided by the Contractor with respect to this ITT;

b) Contact any or all of the references supplied, the Contractor and/or any or all of the resources proposed by the Contractor to fulfill the requirement, at Communications Research Centre of Industry Canada (CRC/IC) in Ottawa, Ontario, must respond on 48 hours notice, to verify and validate any information or data submitted by the Contractor.

12.0 MANDATORY REQUIREMENTS

To be considered responsive, a proposal must meet all of the mandatory requirements of this solicitation. Proposals not meeting all of the mandatory requirements will be given no further consideration. Industry Canada may decide to terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.

ITT Reference	Requirement (Bidder's proposal should repeat exactly as defined in the ITT)
12.1	<p>The Bidder must attend a mandatory site visit at the CRC Campus located at 3701 Carling Avenue, Ottawa, ON, on January 13, 2015 at 10:00 a.m. Eastern Standard Time/Eastern Daylight Saving Time in order to submit a proposal. Photo ID required for access onto Campus Grounds.</p> <p>Bidders who do not attend the site visit cannot submit a proposal.</p> <p>The Bidder should state in Section 1 of their proposal that they have attended the site visit.</p>
12.2	<p>The Bidder must submit and sign the Certification requirements located in Part III of this ITT and include them in Section 3 of their proposal.</p> <p>Any Certifications missing or not signed, the Bidder shall be declared non-compliant and no further consideration shall be given to their proposal.</p>
12.3	<p>The Bidder must complete and sign the Bid and Acceptance Form (Appendix A in this ITT) and include it in Section 2 of their proposal.</p>
12.3	<p>The Bidder must complete and sign Appendix B Subcontractors Form and include it in Section 2 of their proposal.</p>
12.4	<p>The Bidder must provide evidence of their previous experience in the field/discipline of designated and hazardous substances handling by submitting samples of three relevant projects within the preceding three years.</p> <p>Note: Each project submitted should include the date of completion, the client's name, telephone/cell number(s), email address, if available, the location where the work occurred and a description of the work performed.</p>
12.5	<p>Contractor must have \$5 Million in General Liability and \$1 Million in Pollution liability or Environmental Impairment liability insurances.</p>
12.6	<p>Contractor must have adequate number of staff with asbestos abatement training 253W for workers and 253S for supervisors involved in Type 3 asbestos abatement operations</p>

ITT Reference	Requirement (Bidder's proposal should repeat exactly as defined in the ITT)
12.7	Contractor must have respiratory protection program in accordance with CSA Standard Z94.4-02.
12.8	Contractor must demonstrate direct experience with handling of designated and hazardous materials including experience with the clean-up of Polychlorinated Biphenyl (PCB) containing equipment.
12.9	The Contractor must certify that at all times during the performance of the Contract, will hold a valid Facility Security Clearance (Personnel) at the level of RELIABILITY issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
12.10	Contractor must have five years experience working with hazardous materials and direct decontamination experience.

No points are awarded for the mandatory requirements, but each one must be met in order for the Contractor's proposal to receive consideration for the point rated evaluation criteria.

13.0 POINT RATED REQUIREMENTS - TECHNICAL PROPOSAL

In order to qualify for the rating process, proposals MUST respond to the following rated requirements IN THE ORDER SHOWN. Any proposal which fails to achieve the required minimum score of 75% for any rated item will be eliminated from further consideration. Industry Canada may choose to terminate the evaluation upon the first non-compliance with a point rated requirement.

13.1 Contractor's Understanding of the requirements/objectives of the scope of work

What we are looking for:

An understanding of the scope of work and work delivery as described in Section 5.0. This will be assessed on the completeness of the Contractor's understanding in meeting the Scope of Work.

What the Contractor should provide:

- a) A narrative demonstrating the understanding of the Scope of Work as described in Section 5.0
- b) A description of the services offered that respond to Section 5.0
- c) List of qualified subcontractors

13.2 Approach and Methodology

What we are looking for:

How the Contractor will be organized to provide the services, and its approach and methodology in the delivery of the services as described in Section 5.0.

What the Contractor should provide:

- a) A description of the Contractor's approach to the various scenarios that may arise during any resulting contract.
- b) A description of the Contractor's approach in providing the types of services detailed in Sections 5.0 and 6.0.
- c) Details of the Contractor's and subcontractor's methodologies and techniques that will be used to provide the required services and quality control of the services as noted in (b) above.

13.3 Personnel Expertise and Experience

What we are looking for:

The expertise and experience of resource proposed to perform designated and hazardous substances handling services must have at least five (5) years of relevant experience

What the Contractor should provide:

- a) A description of three (3) projects where the Contractor's proposed resources were instrumental in successfully completing similar projects.
- b) A CV for the resources including subcontractors who will perform the work demonstrating relevant experience.

13.4 Technical Point Rating Requirements Table

The technical point rating criteria specified in the table below will be rated using the scale provided for each criterion.

RFP Reference	Technical Point Rating Criteria	Points	
		Maximum Number of Points	Required Minimum Number of Points 75%
13.4.1	<p>Contractor's understanding of the requirements/objectives of the required Services</p> <p>Scale: Poor: up to 5 points Fair: up to 7.5 points Good: up to 10 points</p>	10	7.5
13.4.2	<p>Approach and Methodology Effectiveness of the Contractor's approach and methodology</p> <p>Scale: Poor: up to 10 points Fair: up to 15 points Good: up to 20 points</p>	20	15
13.4.3	<p>Personnel Expertise and Experience Extent of the Contractor's proposed resource's experience and relevance of proposed resource to this requirement</p> <p>Poor: up to 25 points Fair: up to 37.5 points Good: up to 50 points</p>	50	37.5
	Total maximum technical points	80	60

13.5 Point Rating Technical Criteria

The Point Rated Criteria contained herein will be used by CRC/IC to evaluate Proposals that have met all of the Mandatory Technical Criteria. Contractors are to address these requirements in sufficient depth in their offers to enable a thorough assessment. The Evaluation Team will base its evaluation solely on the information presented in the Offer.

14.0 FINANCIAL PROPOSAL

Contractors must complete and submit the Financial Submission form attached hereto as Appendix A.

15.0 CONTRACTOR SELECTION METHOD

The contractor selection method will be determined on the basis of the following steps:

Basis of Selection - Highest Combined Rating of Technical Merit 80% and Price 20%

15.1 Only those contractors offering the resource who meet all of the Mandatory Requirements and who achieve (or exceed) the stated minimum points in the Rated Requirements Evaluation will be deemed compliant and will be considered to proceed with the opening of the Financial Submission.

15.2 To arrive at an overall Total Score achieved by a compliant contractor, a weighting has been established whereby technical merit will be valued at 80% and price will be valued at 20%.

15.3 The calculation used to determine the contractor's Total Score will be:

Formula:

In this formula, the Contractor's Technical Score is the number of points achieved (maximum 80) in the assessment of the point rated requirements while the Contractor's Financial Score is based on the number of points (maximum 20) in the assessment of the per diem rate.

$$\text{Contractor Rated Score} = \frac{\text{Contractor Per Diem Lowest Bidder Per Diem}}{\text{Contractor Per Diem}} \times 20 + \text{Technical Score}$$

Calculation Example:

Description	Bidder A	Bidder B	Bidder C
Contractor Technical Score Received (max. possible 80 pts.)	75	70	65
Contractor Average Per Diem Rate From Appendix A - Financial Submission Form	\$ 700	\$ 800	\$ 650

Final Score Evaluation Calculation:

Bidder	Technical Score	Financial Score	Total Score
Bidder A	75	$(650 / 700) \times 20 = 18.57$	93.57
Bidder B	70	$(650 / 800) \times 20 = 16.25$	86.25
Bidder C	65	$(650 / 650) \times 20 = 20$	85

In this example, **Bidder A** would be recommended for contract award.

15.4 Identical Total Scores

In the event identical scores are present, the final selection will be based on the following:

The proposal that achieved the highest technical scores.

Use a number selector machine or draw a name from a hat or a simple coin toss (Anyone of these methods must be used in the presence of the concerned bidders and the mutually agreed solution may involve legal advice).

16.0 BASIS OF PAYMENT

The resulting contract will be issued based on a per diem basis HST extra. Work will be done on an 'as and when required' basis.

All payments will be contingent upon Industry Canada's satisfaction with the deliverables.

17.0 AWARDING OF CONTRACT

One contract only will be awarded and it will be offered to the Contractor whose proposal is selected by Industry Canada's assessment team based on the Contractor's Selection Method at Section 14.0 above. Once a contract is awarded, a Notification of Successful Contractor will be posted on the Government Electronic Tendering System. Unsuccessful Contractors will not be contacted directly.

18.0 BASIS FOR OWNERSHIP OF INTELLECTUAL PROPERTY

No intellectual property applies to this ITT.

Part III: Certifications

1.0 Certification Requirements of this ITT:

Note to Bidders: The following certification requirements apply to this Invitation to Tender. Bidders are requested to complete these certifications by filling in the appropriate spaces below and to include them with their proposal.

Failure to do so will result in rejection of the proposal

1.1 ACCEPTANCE OF CONDITIONS

"We hereby offer to sell and/or supply to Canada, under the terms and conditions set out herein, the services listed herein."

Company Name

Signature

1.2 VERIFICATION OF PERSONNEL

"We hereby certify that, should we be awarded a contract and unless the Industry Canada Contracting Authority is notified in writing to the contrary, and is in agreement, the personnel offered in our proposal shall be available to perform the tasks described herein, as and when required by the Project Authority."

Signature

1.3 VERIFICATION OF INSURANCE

"We hereby certify that _____ has General Liability Insurance."

Signature

1.4 VERIFICATION OF LICENSE

"We hereby certify that _____ all contractors are licensed to provide these services to the full extent that may be required by Provincial or Territorial law in the province of Ontario.

Business Number: _____.

HST#: _____.

Signature

1.5 FORMER PUBLIC SERVANTS (FPS):

Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both.

For the purposes of this solicitation, a former public servant is defined as:

- a) an individual
- b) an individual who has incorporated;
- c) a partnership made up of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a major interest in the entity.

Please check in the appropriate box:

() Not a former public servant in receipt of either a lump sum payment or a pension, or both

() Former public servant in receipt of a lump sum payment (under the Work Force Reduction Programs.

Date of termination of employment as a Public Servant: _____

() Former public servant in receipt of a pension

Date of termination of employment as a Public Servant: _____

Signature

Date

1.6 JOINT VENTURE CERTIFICATION

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single business enterprise, sometimes referred to as a consortium, to bid together on a requirement.

Bidders are requested to place a check mark (✓) in the applicable box below to confirm whether the tender is/is not submitted as a joint venture.

YES the tender is submitted as a joint venture

NO the tender is not submitted as a joint venture

It is requested to the Bidder who bid as a joint venture to complete the certification below with the following information:

1. Composition of joint venture: (names and addresses of all members of the joint venture and the Procurement Business Number (PBN) of each member of the joint venture):

Name and address of each member of the joint venture	Procurement Business Number (PBN)

2. The name of the representative of the joint venture, i.e., the member appointed by the other members to act on their behalf:

(Print Name)

3. The name of the joint venture (or the name of the company appointed to represent all members of the joint venture should a contract be awarded):

(Print Name)

4. Type of joint venture (check mark (√) applicable box):

<input type="checkbox"/>	incorporated joint venture
<input type="checkbox"/>	contractual joint venture
<input type="checkbox"/>	other

This certification must be signed by all members of the joint venture unless a representative of the joint venture has been appointed to represent all members of the joint venture.

The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the tender and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarity liable for the performance of any resulting contract.

Signature of all members of the joint venture or of the representative of the joint venture, as applicable:

Company Name	Print Name	Signature	Date

1.7 VERIFICATION OF EXPERIENCE

"We hereby certify that _____ have at least five (5) years of related experience in providing the services similar in scope to the project here-within described."

Signature

**APPENDIX A
BID AND ACCEPTANCE FORM**

PROJECT TITLE:

1.0 NAME AND ADDRESS OF THE BIDDER

Name:
Address:
Telephone:
Fax:
PBN:
GST Registration Number:

2.0 CONTACT PERSON FOR THE PURPOSE OF THE PROPOSAL (AN AUTHORIZED REPRESENTATIVE OF THE BIDDER)

Name:
Title:
Telephone:
Fax:
Cell:
Email address:

3.0 Basis of Payment

The Bidder offers to Her Majesty the Queen in right of Canada to perform and complete the Work for the above named project in accordance with the Invitation to Tender (ITT) for the Total Lump Sum Cost quoted hereunder.

Bidders must specify below the all-inclusive Lump Sum Cost for the performance of the work under any resulting contract. It is requested that bidders also specify below the applicable GST/HST amount and the Total Lump Sum Cost.

All-inclusive Lump Sum Cost: \$ _____

Applicable GST/HST Amount: \$ _____

TOTAL LUMP SUM COST: \$ _____

For greater certainty, the Bidder agrees that the Total Lump Sum Cost quoted above is inclusive of all costs (e.g. labour, materials, printing, photocopying, equipment, rental, local travel, photographs, profit and overhead costs, sales taxes and other taxes except GST/HST and any other expenses related to the performance of the work under any resulting contract).

4.0 METHOD OF PAYMENT - RESULTING CONTRACT

One payment shall be made in one lump sum following completion and acceptance of all the work performed upon receipt of an invoice detailing work performed, total invoice amount and HST shown as a separate item.

The Bidder may propose an alternate method of payment (e.g, milestone/percentage of work complete, etc.). However, the CRC reserves the right to accept the proposed payment schedule or to negotiate its terms before awarding the contract.

Payment(s) will be contingent upon Industry Canada's satisfaction with the Work subject to the Project Authority's approval.

5.0 INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated to the Work, Industry 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 25% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Industry Canada not be reached, Industry Canada shall exercise option (a) or (b).

6.0 BID VALIDITY PERIOD

It is understood that your tender will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the ITT.

7.0 RESULTING CONTRACT

The resulting Contract shall constitute the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference into the Contract.

8.0 PERIOD OF THE RESULTING CONTRACT

The Work shall be performed in accordance with the Work schedules applicable under any resulting Contract. The successful Contractor agrees to complete all Work no later than **March 31, 2015**.

9.0 ACKNOWLEDGEMENT AND CERTIFICATIONS OF THE BIDDER

By submitting a tender, the Bidder agrees, acknowledges and certifies that:

1. The tender **is** or **is not** (place check mark in the applicable box) submitted as a joint venture. If the Bidder is a joint venture, the Bidder must complete the certification located in Part III of this ITT.
2. All statements and information specified in their tender are accurate and factual, and we (the Bidder) are aware that Industry Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the tender being declared non-responsive. In the event that the Contractor does not comply with any statement or that it is determined that any statement made by the Contractor in its tender is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Contract, to terminate the Contract for default.
3. By submitting a formal tender in response to this ITT, the Bidder's signature indicates acceptance of the terms and conditions applicable to this ITT and any resulting Contract. IC reserves the right to reject any tender including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

10.0 SIGNATURE(S)

I declare that I have the authority to bind the Bidder for all applicable purposes under this Bid and Acceptance Form.

(Signature of the authorized representative)

(Print name and title)

(Print company name)

(Date)

APPENDIX B SUBCONTRACTORS FORM

NAME OF BIDDER: _____

The Bidder is requested to place a check mark (✓) in the applicable box below to confirm whether any part of the work will be subcontracted under any resulting contract:

No / Yes

The Bidder who want to subcontract any part of the work (only for such bidder) are requested to specify in the table below each part of the work that will be subcontracted under any resulting contract and the name/address/telephone/e-mail address including GST/HST number of the subcontractor that will perform such part of the work.

DESCRIPTION OF THE WORK TO BE SUBCONTRACTED	SUBCONTRACTOR (Name/Address/Tel/Cell/E-mail Address including GST/HST Business Number)

A project will be considered by CRC Technical Project Leader/Authority, at its sole discretion, as being "similar" to the work described under this ITT, and especially if the project was similar in scope and complexity.

Signature: _____