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File No.
21301-16-2168783

REQUEST FOR QUOTATION

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

Due date (YYYY-MM-DD)	Time	Project title
2015-05-19	2 H 00 PM	Cold Room Conversion
Tender ID #	Project #	Location of work
21301-16-2168783	550-2-345-2402	Drummond Institution

Description of work

To perform the work as outlined in the plans « n° 0087-038-00 Pour appel d'offres Élec PDF 2015-04-01 », « 0087-038-00 Pour appel d'offres Méc PDF 2015-04-01 », and specifications dated March 31, 2015 which is part of this notice by providing the skilled labor, expertise, materials, transportation, machinery, equipment, accessories and all other supplies or knowledge necessary to perform the work.

Please note on page 2 the instructions to bidders.

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

2015-08-14

For further information, please contact		Date (YYYY-MM-DD)
Issued by	Title	2015-04-21
Eric Trottier	Contracting and Procurement Regional Officer	
Telephone no.	E-mail	
450-661-9550, ext 3231	Eric.Trottier@csc-scc.gc.ca	





SPECIAL INSTRUCTIONS TO BIDDERS

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

SI01 BID DOCUMENTS

- 1) The following documents constitute the Bid documents:
 - (a) Bid Solicitation;
 - (b) Special Instructions to Bidders;
 - (c) General Instructions to Bidders **R2710T** (2015-02-25); and
 - (d) Bid and Acceptance Form and all related appendices.

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

- 2) All instructions, clauses and conditions identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

SI02 INFORMATION REQUESTS DURING SOLICITATION PERIOD

Requests for information regarding the Bid Solicitation must be submitted in writing to the Authority Contracting named in the Bid Solicitation - Page 1 as soon as possible during the Solicitation Period. With the exception of the approval of alternative materials as described in **Instructions to Bidders GI15 R2710T** (2015-02-25), all other information requests must be received at least **three (3) calendar days** before the Solicitation Closing Date to allow enough time to respond. It may not be possible to respond to information requests received after that date.

To ensure the consistency and quality of the information provided to Bidders, the Authority Contracting will examine each information request and decide whether or not it is appropriate to issue an amendment.

All information requests and other communications sent before the Solicitation Closing Date must be addressed **ONLY** to the Authority Contracting named in the Bid Solicitation - Page 1. Failure to comply with this condition may result in the rejection of the Bid.



SI03 SITE VISIT MANDATORY

Please note that there will be a site visit on **may 12, 2015** at **10AM**. Interested Bidders should present themselves at Drummond institution, 2025, Jean de Brébeuf Boul., Drummondville Qc, J2B 7Z6.

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

SI04 REVISION OF BID

A Bid may be revised by letter or facsimile in accordance with **GI10 of the General Instructions to Bidders R2710T** (2015-02-25). The fax number to which revisions must be sent is: 450-664-6615.

SI05 BID SOLICITATION RESULTS

An official letter will be sent out to all bidders to inform them of the winning bidder and the total amount.

SI06 BID VALIDITY PERIOD

- 1) Canada reserves the right to seek an extension of the Bid Validity Period as indicated in BA04 of the Bid and Acceptance Form. Upon receipt of a written notice from Canada, Bidders may accept or refuse the proposed extension.
- 2) If the extension mentioned in paragraph 1) of SI06 is accepted in writing by all the Bidders who submitted a Bid, Canada will continue with the evaluation of the Bids and the approval processes.
- 3) If the extension mentioned in paragraph 1) of SI06 is not accepted in writing by all the Bidders who submitted a Bid, Canada may, at its sole discretion;
 - a) continue with the evaluation of the Bids of those who accepted the proposed extension and obtain the requisite approvals; or
 - b) cancel the Solicitation.
- 4) The conditions described herein do not restrict in any way the rights of Canada under the law or under **the General Instructions to Bidders R2710T** (2015-02-25).

SI07 CONSTRUCTION DOCUMENTS

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

SI08 NEGOTIATIONS

- 1) If the lowest responsive Bid exceeds the amount of funding allocated by Canada for the work to be executed during the construction phase;
 - a) by 15% or less, Canada may decide to exercise one of the following options:
 - (i) cancel the Solicitation; *or*
 - (ii) obtain additional funding and, subject to the provisions of **GI10 of the General Instructions to Bidders R2710T** (2015-02-25), award the contract to the Bidder who submitted the lowest responsive Bid; *or*



- (iii) re-examine the scope of the work and negotiate an equivalent reduction on the price offered by the Bidder who submitted the lowest responsive Bid.
 - b) by more than 15%, Canada may decide to exercise one of the following options:
 - (i) cancel the Solicitation; *or*
 - (ii) obtain additional funding and, subject to the provisions of **GI10 of the General Instructions to Bidders R2710T** (2015-02-25), award the contract to the Bidder who submitted the lowest responsive Bid; *or*
 - (iii) re-examine the scope of the work and invite the Bidders who submitted a responsive Bid to the initial Solicitation to bid again.
- 2) Should Canada decide to negotiate or issue a new Bid Solicitation pursuant to subparagraphs 1) a) (iii) or 1) b) (iii), Bidders will have to use the same subcontractors and suppliers as in their initial Bid.
- 3) Should Canada decide to negotiate a reduction in the Bid Price pursuant to subparagraph 1) a) (iii), and an agreement is not reached, it may decide to exercise one of the options in subparagraphs 1) a) (i) or 1) a) (ii).

SI09 BID RECEIVING

Submissions will be accepted if submitted via one of three methods:

By email :

GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA (max 10MB)

By Fax : 450-664-6615

By mail, messaging, delivery:

**Correctional Service of Canada
Material Resources Division
250, Montée St-François
Laval (Quebec) H7C 1S5
Telephone 450-661-9550 ext. 3231**

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

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

- Bid number: **21301- 16- 2168783**
- Contracting Authority's Name: **Eric Trottier**
- Closing Date: **May 19th 2015, 2PM**

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

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

SI10 MANDATORY CONDITIONS

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

- **Bid and Acceptance Form completed and signed (pages 8, 9 and 10).**
- **To be considered for the evaluation, the Bidder must sign the attendance sheet during the “Mandatory Visit”.**



To ensure uniformity, transparency and fairness in the evaluation of our Bids, for Bids to be responsive Bidders must obtain the Bid Documents from the “Buy and Sell” public tendering system at <https://buyandsell.gc.ca/> for their bids to be admissible.

SI11 SECURITY CLEARANCE

The Contractor must submit to the Contracting Authority, Eric Trottier, the enclosed security clearance information form (s) CSC-1279 for everyone visiting the site, including the subcontractors. The forms must be faxed no later than **five (5) working days** before the visit at 450-664-6626 or by email to Eric.Trottier@csc-scc.gc.ca. The project manager of the institution will contact you by telephone or by email the results of the security clearance request.

The original form(s) CSC-1279 must be returned before the tenderers' visit by Canada Post to the following address: Regional Supply Center 250 Montée St-François, Laval (Québec) H7C 1S5 to my attention.

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

SI12 NOTIFICATION OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

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

Commission de la Construction du Québec

Directeur
Direction de la coordination stratégique des opérations
8485, Christophe-Colomb
Montréal (Québec) H2M 0A7

Tél. : 514-341-7740, poste 6477

Télééc. : 514-736-6739

Courriel : Francine.Labee@ccq.org

The information sent must include but not be limited to:

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

Or a complete copy of the contract

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

SI13 EVALUATION OF THE CONTRACTOR'S PERFORMANCE

Contractor's performance evaluation report

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



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

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

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

SI14 GENERAL TERMS AND CONDITIONS

The following terms and conditions are incorporated herein:

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

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

- (a) Completed Bid and Acceptance Form and all related Appendices;
- (b) Plans and Specifications;
- (c) General Conditions:

(i) GC1	General Provisions	R2810D	(2015-04-01);
(ii) GC2	Administration of the Contract	R2820D	(2015-02-25);
(iii) GC3	Execution and Control of the Work	R2830D	(2015-02-25);
(iv) GC4	Protective Measures	R2840D	(2008-05-12);
(v) GC5	Terms of Payment	R2850D	(2015-02-25);
(vi) GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
(vii) GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii) GC8	Dispute Resolution	R2880D	(2015-04-01);
(ix) GC9	Contractual guarantee	R2890D	(2014-06-26)
(x) GC10	Insurance	R2900D	(2008-05-12);
- (d) Supplemental Conditions
- (e) Allowable Costs for Contract Changes under GC6 R2950D (2015-02-25);
- (f) Schedules of Wage Rates for Federal Construction Contracts
- (g) Any amendment issued or revision of a responsive Bid, received before the Solicitation Closing Time and Date;
- (h) Any amendment incorporated by mutual agreement between Canada and the Contractor prior to acceptance of the Bid; and
- (i) Any amendment to the Contract Documents made in accordance with the General Conditions.

The Manual is available on the PWGSC Website at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Note: If two or more admissible bids have the same low price, the one with the lowest evaluated price and with the closest delivery date will be recommended for a contract. If the bidder withdraws after the grant of contract, we will pass on to the next lowest bidder.

Schedules of Wage Rates for Federal Construction Contracts are incorporated by reference and are available on the Website: http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/.

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



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

SI15 OTHER

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

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

Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307FOURNISSEURS@CSC-SCC.GC.CA



BID AND ACCEPTANCE FORM

BA01 PROJECT IDENTIFICATION

Project Title: Cold Room Conversion
Bid Solicitation Number: 21301-16-2168783
Project Number: 550-2-345-2402

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____

Procurement business number (PBN): _____ in accordance with G13 of the General Instructions to Bidders R2710T (2015-02-25) If you do not have it, you can obtain it at the following site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

Email address: _____

BA03 OFFER

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

\$_____ plus applicable taxes

BA04 BID VALIDITY PERIOD

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

BA05 DURATION OF WORK

The Contractor must execute and complete the Work WITHIN/BY august 14th 2015





BA06 LIST OF SUBCONTRACTORS

The Bidder will contract the parts of the Work identified in the list of designated subcontractors below. The Bidder agrees not to make changes to the list of subcontractors without the written consent of the Departmental Representative. When the Bid was submitted, should the Bidder not have declared or have omitted some subcontractors as requested herein, during the execution of the contract, Canada, represented by the Minister of Public Safety, may seek damages or terminate the contract.

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

- (1) Subcontractor:
- Address:
- Class of work:
-
-
-
- (2) Subcontractor:
- Address:
- Class of work:
-
-
-
- (3) Subcontractor:
- Address:
- Class of work:
-
-
-
- (4) Subcontractor:
- Address:
- Class of work:
-
-
-





BA07 SIGNATURE

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

Signature

Date

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