Protected

Once completed

La version française est disponible.

File No.
21301-16-2174897

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.

contract.			
Due date (YYYY-MM-DD)	Time	Project title	
2015-07-03	2 H 00 PM	Automatic Sprinkler System Upgrade	
Tender ID #	Project #	Location of work	
21301-16-2174897	550-2-343-3927	246 Montée Gagnon, Ste-Anne-des-Plaines	s, Qc J0N 1H0
Description of work			
Please note on page 2 the instructions to bidders.			
From the date of award,	the work will be complete	ed within	
12 weeks after contract	award		
For further information, Issued by	please contact		
	piease contact	Title	Date (YYYY-MM-DD)

E-mail

Eric.trottier@csc-scc.gc.ca

Telephone no.

450-661-9550, ext 3231

2015-05-25

SPECIAL INSTRUCTIONS TO BIDDERS

SI01	Rid	Documents
.) (/ /	DIG	DOCUMENTS

- SI02 Information Requests during Solicitation Period
- SI03 Site Visit mandatory
- Revision of Bid SI04
- SI05 **Bid Solicitation Results**
- SI06 Bid Validity Period
- SI07 **Construction Documents**
- S108 Negotiations
- SI09 Bid Receiving
- SI10 **Mandatory Conditions**
- Security Clearance SI11
- Notification of the Commission de la Construction du Québec SI12
- 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:
 - Bid Solicitation: (a)
 - (b) Special Instructions to Bidders:
 - General Instructions to Bidders R2710T (2015-02-25); and (c)
 - (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-andguidelines/standard-acquisition-clauses-and-conditions-manual

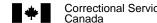
INFORMATION REQUESTS DURING SOLICITATION PERIOD **SI02**

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 june 18 at 1PM. Interested Bidders should present themselves at the location of work (page 1).

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.

Please refer to SI11 for security clearance (10 working days before the visit)

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;
 - continue with the evaluation of the Bids of those who accepted the proposed extension and a) obtain the requisite approvals; or
 - b) cancel the Solicitation.
- The conditions described herein do not restrict in any way the rights of Canada under the law or under the 4) General Instructions to Bidders R2710T (2015-02-25).

CONSTRUCTION DOCUMENTS SI07

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 anv. 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
 - obtain additional funding and, subject to the provisions of GI10 of the General (ii) 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

This is not a public Bid Solicitation.

The submissions by mail, messaging, delivery or by email GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA (limit of 10 MB) will be received at the submissions' reception office until the date and time deadline at the following location:

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 15:30 PM.

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

Bid number: 21301-16-2174897

Contracting Authority's Name: Eric Trottier Closing Date: Refer to page 1

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 ten (10) 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

Téléc.: 514-736-6739

Courriel: Francine.Labbee@ccq.org

The information sent must include but not be limited to:

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

Or a complete copy of the contract

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

EVALUATION OF THE CONTRACTOR'S PERFORMANCE SI13

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:

00110	orar oo	nations.		
(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);
Insurance Terms		G2001C	(2014-06-26):	

- (d) Insurance Terms
 We also accept Umbrella insurance up to \$5 million.
- (e) Supplemental Conditions
- (f) Allowable Costs for Contract Changes under GC6 R2950D (2015-02-25);
- (g) Schedules of Wage Rates for Federal Construction Contracts
- (h) Any amendment issued or revision of a responsive Bid, received before the Solicitation Closing Time and Date:
- (i) Any amendment incorporated by mutual agreement between Canada and the Contractor prior to acceptance of the Bid; and
- (j) Any amendment to the Contract Documents made in accordance with the General Conditions.

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.labour.gc.ca/eng/standards_equity/index.shtml

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**

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: Automatic Sprinkler System Upgrade

Bid Solicitation Number: 21301-16-2174897

Project Number: 550-2-343-3927

BA02	BUSINESS NAME AND ADDRESS OF BIDDER		
	Name:		
	Address:		
	Telephone:	Fax:	
	Procurement business number (PBN): General Instructions to Bidders R2710T (2015-0 site: https://buyandsell.gc.ca/for-businesses/s	elling-to-the-government-of-canada/ re	
BA03	Email address: OFFER		
	The Bidder offers to Canada to execute the Documents for a total Bid Amount of:	work in the above-mentioned project, a	according to the Bio
	\$	plus applicable taxes	
BA04	BID VALIDITY PERIOD		

BA05 DURATION OF WORK

The Contractor must execute and complete the Work WITHIN 12 weeks after contract award.

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

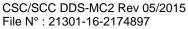


BA06 LIST OF SUBCONTRACTORS

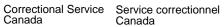
The Bidder will contract the parts of the Work identified in the list of designated subcontractors below. The Bidder agrees not to make changes to the list of subcontractors without the written consent of the Departmental Representative. When the Bid was submitted, should the Bidder not have declared 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:	







Signature

BA07	SIGNATURE			
	Name and title of the person authorized to sign on behalf of the Bidder (please print or type)			

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

Date





ANNEX A Documents

Plans:

- 550_2_343_3927-E01-LEG-SYM
- 550_2_343_3927-E01-LEG-SYM-en
- 550_2_343_3927-E02-ALM-INC
- 550_2_343_3927-E02-FIR-ALM-en
- 550_2_343_3927-E03-ZON
- № 550_2_343_3927-E03-ZON-en
- 550_2_343_3927-GEN14-251-02 POUR SOUMISSIONS Bil
- 550_2_343_3927-M01-LEG-SYM
- 550_2_343_3927-M01-LEG-SYM-en
- 550_2_343_3927-M02-DWE-DEM-CON-en
- № 550_2_343_3927-M02-EED-DEM-CON
- 550_2_343_3927-M03-GIC-CON
- 550_2_343_3927-M03-SPK-CON-en
- 550_2_343_3927-M04-GIC-CON
- ≥ 550_2_343_3927-M04-SPK-CON-en
- 550_2_343_3927-M05-GIC-CON
- № 550_2_343_3927-M05-SPK-CON-en
- 550_2_343_3927-M06-GIC-DET
- № 550_2_343_3927-M06-SPK-DET-en
- № 550_2_343_3927-M07-GIC-CAL
- № 550_2_343_3927-M07-SPK-CAL-en

Technical Specifications:

- 550_2_343_3927-Devis technique
- 550_2_343_3927-Technical specification