

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

Parks Canada Agency 1300 - 635 8 Ave SW Calgary, AB T2P3M3 Bid Fax: (403) 292-4475

INVITATION TO TENDER

APPEL D'OFFRES

Tender To: Parks Canada Agency

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: l'Agence Parcs 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 at aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

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

Issuing Office - Bureau de distribution

Parks Canada Agency Suite 1300 635 – 8 Ave SW Calgary, AB T2P3M3



See Herein - Voir ici

TO BE COMPLETED BY THE BIDDER (type or print)

Facsimile No N° de télécopieur:	
Felephone No N° de telephone:	
Fitale - Titre	
Name of person authorized to sign on beha Nom de la personne autorisée a signer au 1	
Address - Adresse	
√endor/Firm Name	
/endor/Firm Name	



Canada

Solicitation No. - N° de l'invitation 5P420-15-5266/A

Client Ref. No. - N° de réf. du client 5P420-15-5266

Amd. No. - N° de la modif.

Buyer - l'acheteur Jen Maheu

File Name - Nom du dossier Bath House Roofing – Banff Upper Hot Springs

INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

BID SECURITY REQUIREMENTS

The amount of bid security required is 10% of the bid amount (\$2,000,000 maximum). See GI08 of R2710T - General Instructions – Construction Services – Bid Security

CONTRACT SECURITY REQUIREMENTS

The amount of a security deposit that is required in lieu of a performance bond is 20% of the contract amount. See GC9.2 of R2890D – Types and Amounts of Contract Security

CLAUSES REFERRED TO BY NUMBER CAN BE FOUND AT THE FOLLOWING WEB SITE: https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R

INSURANCE TERMS

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

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GENERAL INSTRUCTIONS – CONSTRUCTION SERVICES – BID SECURITY REQUIREMENTS (GI) -R2710T (2015-07-03)

The following GI's are included by reference and are available at the following Web Site: <u>https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R</u>

- GI01 Integrity Provisions Bid
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- SC02 Changes to Contract Documents
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- Annex C Attestation Form
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SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 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 R2710T (2015-07-03). The related documentation therein required will assist Canada in confirming that the certifications are true.

SI02 BID DOCUMENTS

- 1) The following are the bid documents:
 - (a) Invitation to Tender Page 1;
 - (b) Special Instructions to Bidders;
 - (c) General Instructions Construction Services Bid Security R2710T (2015-07-03);
 - (d) Clauses & Conditions identified in "Contract Documents";
 - (e) Drawings and Specifications;
 - (f) Bid and Acceptance Form and related Appendices; and
 - (g) Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2) General Instructions to Bidders are 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-conditionsmanual

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

- 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 GI15 of R2710T, 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 not result in an 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.
- 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.

SI04 SITE VISIT

There will be an optional site visit on Wednesday, December 16, 2015 at 10:00AM (MST). Interested bidders are to meet at the Banff Upper Hot Springs Bath House Lobby.

Bidders are requested to communicate with the Contracting Authority before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not

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be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

SI05 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with GI10 of R2710T "General Instructions – Construction Services – Bid Security ". The facsimile number for receipt of revisions is **(403) 292-4475**.

SI06 BID RESULTS

- 1) A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" for the receipt of bids shortly after the time set for solicitation closing.
- 2) Following solicitation closing, bid results may be obtained by emailing the bid receiving office at <u>jennifer.maheu@pc.gc.ca</u> or telephone: **(403) 292-8502.**

SI07 INSUFFICIENT FUNDING

- 1) In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work
 - (a) by 15% or less, Canada, at its sole discretion, shall either
 - (i) Cancel the solicitation; or
 - Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
 - (iii) Revise the scope of the work accordingly and negotiate, with the Bidder submitting the lowest compliant bid, a corresponding reduction in its bid price.
 - (b) by more than 15%, Canada, at its sole discretion, shall either
 - (i) Cancel the solicitation; or
 - Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
 - (iii) Revise the scope of the work accordingly and invite those who submitted compliant bids at the original solicitation to re-bid the work.
- 2) If negotiations or a re-bid are undertaken as is contemplated in subparagraphs 1)(a)(iii) or 1)(b)(iii) above, Bidders shall retain the same subcontractors and suppliers as they carried in their original bids.
- If Canada elects to negotiate a reduction in the bid price as is contemplated in subparagraph 1)(a)(iii) herein and the negotiations fail to reach an agreement, Canada shall then exercise either of the options referred to subparagraphs 1)(a)(i) or 1)(a)(ii)

SI08 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 SI08 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.

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(a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or

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- (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.

SI09 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Obtaining more copies shall be the responsibility of the Contractor including costs.

SI10 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: <u>http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appL</u>

Buy and Sell: <u>https://www.achatsetventes-buyandsell.gc.ca/</u>

Canadian Economic Sanctions: http://www.international.gc.ca/sanctions/index.aspx?lang=eng

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

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

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

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

PWGSC, Code of Conduct and Certifications http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html

Construction and Consultant Services Contract Administration Forms Real Property Contracting <u>http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html</u>

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SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY REQUIREMENTS

There is no security requirement applicable to this contract.

SC02 CHANGES TO CONTRACT DOCUMENTS

The term "Engineer" is replaced with the term "Departmental Representative" in the Drawings and Specifications

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

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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 attached thereto;
 - (c) Drawings and Specifications;

(d)	General Conditions and clauses		
	GC1 General Provisions	R2810D	(2015-07-09)
	GC2 Administration of the Contract	R2820D	(2015-02-25);
	GC3 Execution and Control of the Work	R2830D	(2015-02-25);
	GC4 Protective Measures	R2840D	(2008-05-12);
	GC5 Terms of Payment	R2850D	(2015-02-25);
	GC6 Delays and Changes in the Work	R2865D	(2013-04-25);
	GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
	GC8 Dispute Resolution	R2880D	(2015-04-01);
	GC9 Contract Security	R2890D	(2014-06-26);
	GC10 Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		

(e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;

(f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and

(g) 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: <u>https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clausesand-conditions-manual</u>
- 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

 Title:
 Bath House Roofing – Banff Upper Hot Springs

Solicitation Number: 5P420-15-5266/A

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name:	
Address:	
Telephone:	
Fax:	
Email:	
PBN:	

BA03 THE OFFER

- 1) 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 Bid Documents for the Total Bid Amount of
 - \$ _____excluding GST/HST

Any errors in the addition of the amounts in subparagraph 1)(a) and 1)(b) of BA03 shall be corrected by Canada to obtain the Total Bid Amount.

Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications.

BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of 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 identified in Contract Documents (CD).

BA06 CONSTRUCTION TIME

The Contractor shall perform and complete the Work by March 15, 2016.

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BA07 BID SECURITY

The Bidder is enclosing bid security with its bid in accordance with GI08 - Bid Security Requirements of 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)

Signature

Date

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ANNEX A PRICE FORM

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

LUMP SUM TABLE

Note: Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications. Pricing for work not accounted for in the Unit Price Table including but not limited to Mobilization, De-Mobilization, etc. is to be included in the Lump Sum Table.

ltem No.	Specification Reference	Class of Labour, Plant or Material Unit of Measurement		Estimated Total Price GST/HST extra
1	01 29 00	Mobilization / De-mobilization Lump Sum		\$
2	01 29 00	Demolition and Disposal of Existing Roof	Lump Sum	\$
3	01 29 00	Supply and Construction of New Roof	Lump Sum	\$
4	01 29 00	Supply and Construction of Heat Trace and components	Lump Sum	\$
5	01 29 00	Supply and install of gutter and downspout system	Lump Sum	\$
		\$		

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ANNEX B LIST OF DIRECTORS

COMPLETE LIST OF INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER

NOTE TO BIDDERS: WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES

<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
4.	 	 	
<u>5.</u>			
<u>6.</u>	 	 	
7.			
<u>8.</u>			
<u>11.</u>			
12.			
13.			

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ANNEX C ATTESTATION FORM

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable
	hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation
	and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices
	and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all
	prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and
	safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment
	and has put in place a health and safety plan and informed its employees accordingly, prior to the
	commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in
	the work place, it will place warning signs at access points warning persons of the presence of the
	substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any
	emergency procedures applicable to the site.
L	

I, ______ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature_____

Date _____



Travaux publics et Services gouvernementaux Canada Public Works and Government Services Canada

ANNEX D - CERTIFICATE OF INSURANCE

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	F						Fage 1012
Description and Location of Work						Contract No.	
						Project No.	
Name of Insurer, Broker or Agent	A	ddress (No., Street)		City	Province	Posta	Code
				,			
Name of Insured (Contractor)		ddress (No., Street)		City	Province	Posta	l Code
	~			City Province Postal Code			
Additional Insured							
Additional Insured							
Her Majesty the Queen in Right of Ca	nada as represented by the Minister of th	e Environment for the	purposes of the Par	ks Canada Agency			
Type of Insurance	Insurer Name	Inception Date	Expiry Date		Lir	nits of Liability	
(Required when Checked)	and Policy Number	D/M/Y	D/M/Y			-	
				Per Occurrence	Annua	l General gate	Completed Operations Aggregate
Commercial General				\$	\$		\$
Liability				Ψ	Ψ		Ψ
Umbrella/Excess				\$	\$		\$
Liability				Ψ	¥		Ψ
Builder's Risk /				\$			
Installation Floater							Aggregate
Pollution Liability					Per Inc		\$
				\$	Per Oc	curence	*
Marine Liability				\$			
					Per Inc	ident	Aggregate
Aviation Liability				\$	Per Oc	curence	\$
				\$			
	issued by insurers in the course of their	Insurance business ir	Canada, are curre	Ŧ	ıde		
the applicable insurance coverages	stated on page 2 of this Certificate of Ins	surance, including adva	ance notice of cano	cellation / reduction in	coverage.		
Name of person authorized to sign on h	ehalf of Insurer(s) (Officer, Agent, Broker)			Telephone N	lumber		
				relephoner	GINDEI		
Signature				Date D	0/M/Y		
Gignature					/ IVI / I		



Canada

General

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.

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.

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.

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.

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than \$1,000,000 per incident or occurrence and in the aggregate.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

Blasting. (a)

- (b) Pile driving and caisson work.
- Underpinnina. (c)
- (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.

The policy must have the following minimum limits:

- \$5.000.000 Each Occurrence Limit: (a)
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- \$5,000,000 Products/Completed Operations Aggregate (c) Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Marine Liability

The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.

The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the Marine Liability Act, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.

The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

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.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cvber and terrorism.

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.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2. "Insurance Proceeds" (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisitionclauses-and-conditions-manual/5/R/R2900D/2).

Aviation Liability

The insurance coverage shall Include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.