



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Regional Manager/Real Property
Contracting/PWGSC
Ontario Region, Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

INVITATION TO TENDER

APPEL D'OFFRES

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

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

Soumission aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Regional Manager/Real Property
Contracting/PWGSC
Ontario Region, Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

Title - Sujet roof replacement animal pathology	
Solicitation No. - N° de l'invitation EQ754-162033/A	Date 2016-01-04
Client Reference No. - N° de référence du client R.074570.001	GETS Ref. No. - N° de réf. de SEAG PW-\$PWL-012-2099
File No. - N° de dossier PWL-5-38179 (012)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-26	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Caporusso, Mary	Buyer Id - Id de l'acheteur pwl012
Telephone No. - N° de téléphone (416) 512-5859 ()	FAX No. - N° de FAX (416) 512-5862
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Health Canada Pathology Lab 110 Stone Road Guelph, ON X1X 1X1	

Instructions: See Herein

Instructions: Voir aux présentes

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

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INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

TWO-ENVELOPE BID

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

LIMITATION OF LIABILITY

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

SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI15.

INTEGRITY PROVISIONS - BID

Important changes have been made to the Integrity Provisions - Bid as of July 3rd 2015. See GI01, Integrity Provision-Bid of R2710T of the General Instructions for more information.

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

The following sections of clause R2710T are set out in Web site;

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provisions - Bid
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SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 INTRODUCTION

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

SI02 INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI01 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions R2710T, the Bidder must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed Declaration Form, to be given further consideration in the procurement process.

SI03 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 Requirements R2710T (2015-07-03)
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendix(s); 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 - Construction Services - Bid Security Requirements R2710T** is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

SI04 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in 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.

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3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI05 OPTIONAL SITE VISIT

There will be a site visit on the 14 January 2016 at 10:30 a.m. Interested bidders are to meet at Health Canada, Animal Pathology Lab, 110 Stone Road West, Guelph, Ontario.

It is recommended bidders wear a hard hat and safety boots at the site visit.

SI06 SUBMISSION OF BID

Section GI09 of R2710T is replaced by the following:

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

SI07 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with GI10 of R2710T. The facsimile number for receipt of revisions is (416) 512-5652.

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SI08 OPENING OF BIDS / EVALUATION

1. There will be no public opening at bid deposit time. A list of bidders that deposited their tenders will be read out loud
2. Envelope 1 - Qualifications - will be opened in private: this envelope will be opened first to evaluate the submittal requirements. Requirements will be evaluated on a Pass or Fail basis. Failure to meet any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid. Envelope 2 will be returned unopened to the bidder.
3. A date will be established for envelope 2 opening - Price - the bidders that passed the qualification stage will be invited.
4. Envelope 2 - Price: Only those envelopes from Bidder's that meet the mandatory requirements of the Qualifications shall be opened. Envelope 2 submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.
5. The responsive bid carrying the lowest price will be recommended for contract award.

SI09 COMPLETION OF SUBMISSION

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

SI10 INSUFFICIENT FUNDING

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

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

SI11 DEBRIEFINGS

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

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SI12 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI12 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. of SI12 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b) cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

SI13 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. Additional copies, up to a maximum (2), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

SI14 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

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

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

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

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

If you accept fill out and sign Appendix 2

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

SI16 WEB SITES

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

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

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

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

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

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

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

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

Standard Acquisition Clauses and Conditions (SACC) Manual <http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services [Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html](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/contexte-context-eng.html>

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

Declaration Form
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

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SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY RELATED REQUIREMENTS, DOCUMENTS SAFEGUARDING

There is no security requirement applicable to this Contract.

SC02 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 R2860D (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
- 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:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

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

Project No. R.074570.001
Roof Replacement
Health Canada - Animal Pathology Lab
110 Stone Road West
Guelph, Ontario

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

BA03 THE OFFER

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

\$ _____ excluding applicable tax(s).
(amount in numbers)

BA04 BID VALIDITY PERIOD

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

BA05 ACCEPTANCE AND CONTRACT

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

BA06 CONSTRUCTION TIME

The Contractor shall perform and complete the Work within seven [7] weeks from the date of notification of acceptance of the offer.

BA07 BID SECURITY

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

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BA08 SIGNATURE

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

Signature

Date

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APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

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To be submitted by contracting authority at contract award.

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

TO BE PROVIDED AT CONTRACT AWARD

Contracting Authority is :

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

Technical Authority is :

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

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

APPENDIX 4 - QUALIFICATION FORM

MANDATORY SUBMISSION REQUIREMENTS

To be considered compliant a submission must meet all of the mandatory evaluation criteria. Submission not meeting all of the mandatory requirements will be given no further consideration. The bidder must:

1. Submit the bid to the "Bid Receiving Unit" prior to the closing date and time indicated on the front page of the solicitation document.
2. Must complete and submit signed Bid and Acceptance Form
3. Must complete and submit QUALIFICATIONS FORM (MANDATORY REQUIREMENTS)

SUBMISSION REQUIREMENTS - CHECK LIST

- ☐ Front page of the ITT and all Amendments signed and acknowledged
- ☐ QUALIFICATIONS FORM (MANDATORY REQUIREMENTS) (Envelope 1)
- ☐ Bid price form in a separate envelope completed and signed (Envelope 2)
- ☐ Bid security included with the bid price form (Envelope 2)

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
.PWL-5-38179

CCC No./N° CCC - FMS No/ N° VME

APPENDIX 4 - QUALIFICATIONS FORM (MANDATORY REQUIREMENTS) MANDATORY QUALIFICATIONS AND SUBMISSIONS

- 1a. Each Proponent must have satisfactorily completed construction of two (2) similar projects in the role of General Contractor in the last five (5) years. A similar project is defined as the installation of 2-Ply Modified Bituminous Sheet Roofing type project successfully completed by the Contractor. The projects must be similar size and scope as per the solicitation where the surface area of the roofing must be 1,000 square metres or greater. The project may be either new construction or the installation on an existing facility.
- 1b. Each Roofer, specified to work on this solicitation, MUST demonstrate a minimum of three (3) years of experience, and have successfully completed one (1) 2-Ply Modified Bituminous Sheet roofing type project, within the last two (2) years. The projects must be similar size and scope as per the solicitation where the surface area of the roofing must be 1,000 square metres or greater.
2. Each Proponent must provide with their bid, information demonstrating that they meet the above criteria (1a & 1b).

Bidders must complete the forms included herein or a facsimile, which includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS"

Form No. 1 - Contractor's Information

Form No. 2 - Previous 2-Ply Modified Bituminous Sheet Roofing Projects (2 clients)

Form No. 3 - Roofer's Experience

Any Bid that fails to submit the required information or fails to meet any of the mandatory qualifications above shall be declared non-compliant and shall receive no further consideration. "Envelope Two - PRICE", shall be returned unopened, for any bid declared non-compliant.

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
.PWL-5-38179

CCC No./N° CCC - FMS No/ N° VME

**APPENDIX 4 - QUALIFICATIONS FORM
FORM No. 1**

**CONTRACTOR'S INFORMATION
(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 - QUALIFICATIONS)**

Company Name: _____

Full Address: _____

Telephone Number: _____

E-mail Address: _____

Fax Number: _____

Contact Name: _____

Title: _____

Firms' Main Field of Activity: _____

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
.PWL-5-38179

CCC No./N° CCC - FMS No/ N° VME

**APPENDIX 4 - QUALIFICATIONS FORM
FORM No. 2**

**PREVIOUS 2-PLY MODIFIED BITUMINOUS SHEET ROOFING PROJECT
PROJECT ONE**

**THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 – QUALIFICATIONS**

Title of Project: _____
Name and Location of Work: _____
Municipality and Province: _____
Description of Work (2-Ply Modified Bituminous Sheet): _____

Size of the Project
(Surface area of the roof): _____ Square Metres

Final Completion Date: _____

Final Value of all Work: _____

Name of Project Architect or Engineer: _____
Telephone: _____

Contact Name of Project Client: _____
Telephone: _____

This is to certify that we acted as the General Contractor for the project referenced above.

Signature

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
.PWL-5-38179

CCC No./N° CCC - FMS No/ N° VME

APPENDIX 4 - QUALIFICATIONS FORM
THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 – QUALIFICATIONS

The following must be completed by the Project Client of PROJECT ONE.

Date_____

This confirms that (insert name of General Contractor) completed the 2-Ply Modified Bituminous Sheet Roofing type Construction/Installation on our location _____(insert name and address). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

Signed by the Project Client's Responsible Authority

Name of the Project Client

Telephone Number

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
.PWL-5-38179

CCC No./N° CCC - FMS No/ N° VME

**APPENDIX 4 - QUALIFICATIONS FORM
FORM No. 2**

**PREVIOUS 2-PLY MODIFIED BITUMINOUS SHEET ROOFING PROJECT
PROJECT TWO**

**THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 – QUALIFICATIONS**

Title of Project: _____

Name and Location of Work: _____

Municipality and Province: _____

Description of Work (2-Ply Modified Bituminous Sheet): _____

Size of the Project
(Surface area of the roof): _____ Square Metres

Final Completion Date: _____

Final Value of all Work: _____

Name of Project Architect or Engineer: _____

Telephone: _____

Contact Name of Project Client: _____

Telephone: _____

This is to certify that we acted as the General Contractor for the project referenced above.

Signature

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

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

APPENDIX 4 - QUALIFICATIONS FORM
THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 – QUALIFICATIONS

The following must be completed by the Project Client of PROJECT TWO.

Date _____

This confirms that (insert name of General Contractor) completed the 2-Ply Modified Bituminous Sheet Roofing type Construction/Installation on our location _____ (insert name and address). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

Signed by the Project Client's Responsible Authority

Name of the Project Client

Telephone Number

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
.PWL-5-38179

CCC No./N° CCC - FMS No/ N° VME

APPENDIX 4 - QUALIFICATIONS FORM FORM No. 3

ROOFER'S EXPERIENCE (Please print copies for as many roofer as you have.) THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS

2. Demonstrate Roofer's individual experience as follows:

Each Roofer, specified to work on this solicitation, MUST demonstrate a minimum of three (3) years of experience, and have successfully completed one (1) 2-Ply Modified Bituminous Sheet roofing type project, within the last two (2) years. The projects must be similar size and scope as per the solicitation where the surface area of the roofing must be 1,000 square metres or greater.

For each Roofer specified, the Contractor MUST complete the 'Roofer Information' section.

2a. Roofers Information (Please print and attach more copies if required.)

Roofer's Name: _____

Years of Experience: _____

Project Title: _____

Project Location: _____

Project Completion Date: _____

Project Description: _____

Size of the Project:

(Surface area of the roof) _____ Square Metres

Project Client: _____

Contact Information: Name: _____

Telephone no.: _____ Fax: _____

E-mail address: _____

Was the roof installation type for this project that of Polyvinyl Yes (___) No (___)

2-Ply Modified Bituminous Sheet roofing, completed in the last two (2) years?

I, the undersigned, hereby certify that the information provided herein is accurate to the best of my knowledge.

Name (print): _____ Title: _____

Signature: _____ Date: _____

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

Client Ref. No. - N° de réf. du client
R.074570.001

File No. - N° du dossier
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CCC No./N° CCC - FMS No/ N° VME

ANNEX A - CERTIFICATE OF INSURANCE (Not required at solicitation closing)

Solicitation No. - N° de l'invitation
EQ754-162033 /A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwl012

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

ANNEX B - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at bid deposit)

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)

APPENDIX 4

MANDATORY SUBMISSION REQUIREMENTS

To be considered compliant a submission must meet all of the mandatory evaluation criteria. Submission not meeting all of the mandatory requirements will be given no further consideration. The bidder must:

1. Submit the bid to the "Bid Receiving Unit" prior to the closing date and time indicated on the front page of the solicitation document.
2. Must complete and submit signed Bid and Acceptance Form
3. Must complete and submit QUALIFICATIONS FORM (MANDATORY REQUIREMENTS)

SUBMISSION REQUIREMENTS - CHECK LIST

- ☐ Front page of the ITT and all Amendments signed and acknowledged
- ☐ QUALIFICATIONS FORM (MANDATORY REQUIREMENTS) (Envelope 1)
- ☐ Bid price form in a separate envelope completed and signed (Envelope 2)
- ☐ Bid security included with the bid price form (Envelope 2)

APPENDIX 4 - QUALIFICATIONS FORM (MANDATORY REQUIREMENTS)

MANDATORY QUALIFICATIONS AND SUBMISSIONS

- 1a. each proponent must have satisfactorily completed construction of two (2) similar projects in the role of General Contractor in the last five (5) years. A similar project is defined as the installation of 2-Ply Modified Bituminous Sheet Roofing type project successfully completed by the Contractor. The projects must be similar size and scope as per the solicitation where the surface area of the roofing must be 1,000 square metres or greater. The project may be either new construction or the installation on an existing facility.
- 1b. Each Roofer, specified to work on this solicitation, MUST demonstrate a minimum of three (3) years of experience, and have successfully completed one (1) 2-Ply Modified Bituminous Sheet roofing type project, within the last two (2) years. The projects must be similar size and scope as per the solicitation where the surface area of the roofing must be 1,000 square metres or greater.
2. Each Proponent must provide with their bid, information demonstrating that they meet the above criteria (1a & 1b). Bidders must complete the forms included herein or a facsimile, which includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS"

Form No. 1 - Contractor's Information

Form No. 2 - Previous 2-Ply Modified Bituminous Sheet Roofing Projects (2 clients)

Form No. 3 - Roofer's Experience

Any Bid that fails to submit the required information or fails to meet any of the mandatory qualifications above shall be declared non-compliant and shall receive no further consideration. "Envelope Two - PRICE", shall be returned unopened, for any bid declared non-compliant.

**APPENDIX 4 - QUALIFICATIONS FORM
FORM No. 1**

**CONTRACTOR'S INFORMATION
(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 - QUALIFICATIONS)**

Company Name: _____

Full Address: _____

Telephone Number: _____

E-mail Address: _____

Fax Number: _____

Contact Name: _____

Title: _____

Firms' Main Field of Activity: _____

APPENDIX 4 - QUALIFICATIONS FORM

FORM No. 2

PREVIOUS 2-PLY MODIFIED BITUMINOUS SHEET ROOFING PROJECT

PROJECT ONE

**THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 – QUALIFICATIONS**

Title of Project: _____

Name and Location of Work: _____

Municipality and Province: _____

Description of Work (2-Ply Modified Bituminous Sheet): _____

Size of the Project
(Surface area of the roof): _____ Square Metres

Final Completion Date: _____

Final Value of all Work: _____

Name of Project Architect or Engineer: _____

Telephone: _____

Contact Name of Project Client: _____

Telephone: _____

This is to certify that we acted as the General Contractor for the project referenced above.

Signature

APPENDIX 4 - QUALIFICATIONS FORM

THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN

ENVELOPE 1 – QUALIFICATIONS

The following must be completed by the Project Client of PROJECT ONE.

Date_____

This confirms that (insert name of General Contractor) completed the 2-Ply Modified Bituminous Sheet Roofing type Construction/Installation on our location _____(insert name and address). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

Signed by the Project Client's Responsible Authority

Name of the Project Client

Telephone Number

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

**APPENDIX 4 - QUALIFICATIONS FORM
FORM No. 2**

**PREVIOUS 2-PLY MODIFIED BITUMINOUS SHEET ROOFING PROJECT
PROJECT TWO
THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 - QUALIFICATIONS**

Title of Project: _____

Name and Location of Work: _____

Municipality and Province: _____

Description of Work (2-Ply Modified Bituminous Sheet): _____

Size of the Project
(Surface area of the roof): _____ Square Metres

Final Completion Date: _____

Final Value of all Work: _____

Name of Project Architect or Engineer: _____

Telephone: _____

Contact Name of Project Client: _____

Telephone: _____

This is to certify that we acted as the General Contractor for the project referenced above.

Signature

APPENDIX 4 - QUALIFICATIONS FORM

**THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 - QUALIFICATIONS**

The following must be completed by the Project Client of PROJECT TWO.

Date_____

This confirms that (insert name of General Contractor) completed the 2-Ply Modified Bituminous Sheet Roofing type Construction/Installation on our location _____(insert name and address). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

Signed by the Project Client's Responsible Authority

Name of the Project Client

Telephone Number

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.

APPENDIX 4 - QUALIFICATIONS FORM

FORM No. 3

ROOFER'S EXPERIENCE (Please print copies for as many roofer as you have.)
THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN
ENVELOPE 1 - QUALIFICATIONS

2. Demonstrate Roofer's individual experience as follows:

Each Roofer, specified to work on this solicitation, MUST demonstrate a minimum of three (3) years of experience, and have successfully completed one (1) 2-Ply Modified Bituminous Sheet roofing type project, within the last two (2) years. The projects must be similar size and scope as per the solicitation where the surface area of the roofing must be 1,000 square metres or greater.

For each Roofer specified, the Contractor MUST complete the 'Roofer Information' section. **2a. Roofers Information** (Please print and attach more copies if required.)

Roofer's Name: _____

Years of Experience: _____

Project Title: _____

Project Location: _____

Project Completion Date: _____

Project Description: _____

Size of the Project:

(Surface area of the roof) _____ Square Metres

Project Client: _____

Contact Information: Name: _____

Telephone no.: _____ Fax: _____

E-mail address: _____

Was the roof installation type for this project that of Polyvinyl Yes (___) No (___)

2-Ply Modified Bituminous Sheet roofing, completed in the last two (2) years?

I, the undersigned, hereby certify that the information provided herein is accurate to the best of my knowledge.

Name (print): _____ Title: _____

Signature: _____ Date: _____

Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work Roof Replacement Health Canada Animal Pathology Lab 110 Stone Road West Guelph, Ontario.	Contract No. EQ754-162033
	Project No. R.074570.001

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services
--

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability Umbrella/Excess Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
Builder's Risk / Installation Floater				\$		
Pollution Liability				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
Insert other type of insurance as required				\$		

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

--

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

--

Telephone number

Signature

--

Date D / M / Y

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage 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.

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:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (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:

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

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

Builder's Risk / Installation Floater

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, cyber 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-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

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.

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.

Other types of Insurance

To be inserted below according to specifics of project.

Use separate page if needed.