



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5**

**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**

Construction Services Division/Division des services  
de construction

11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> CEF BLDG 54 Enveloppe Conservation	
<b>Solicitation No. - N° de l'invitation</b> EP076-162305/A	<b>Date</b> 2016-04-25
<b>Client Reference No. - N° de référence du client</b> 20162305	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$FG-358-70840
<b>File No. - N° de dossier</b> fg358.EP076-162305	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Michaud, Jasmin	<b>Buyer Id - Id de l'acheteur</b> fg358
<b>Telephone No. - N° de téléphone</b> (873) 469-4920 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 SI05 of the Special Instructions to Bidders.

#### **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 SI12.

#### **INTEGRITY PROVISIONS - BID**

Changes have been made to the Integrity Provisions - Bid as of 2016-04-04. See GI01, Integrity Provision-Bid of R2710T of the General Instructions for more information.

#### **LISTING of SUBCONTRACTORS**

As per GI07 of R2710T you should provide using Annex C at Bid closing a list of Subcontractors that have 20% or more of the tendered price value.

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### R2710T GENERAL INSTRUCTIONS TO BIDDERS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2016-04-04)

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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Solicitation No. - N° de l'invitation

EP076-162305

Amd. No. - N° de la modif.

File No. - N° du dossier

fg358EP076-162305

Buyer ID - Id de l'acheteur

fg358

CCC No./N° CCC - FMS No./N° VME

20162305

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**APPENDIX 1 INTEGRITY PROVISIONS**

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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 SI05 'Submission of Bid'.

### 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 Requirements R2710T (2016-04-04)
  - 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>

### SI03 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 G15 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.
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.

### SI04 OPTIONAL SITE VISIT

There will be a site visit on Thursday May 5th at 10AM. Interested bidders are to meet at Building 54, Maple Drive, Central Experimental Farm, Ottawa, Ontario.

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**SI05 SUBMISSION OF BID**

Section GI09 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-envelope" procedure 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. 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 (BA), and Bid Security if applicable, 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.

**SI06 REVISION OF BID** Paragraphs 1 and 3 of GI10 of R2710T are replaced by the following;

A bid submitted in accordance with these instructions may be revised by physically delivering a new price envelope, provided the revision is received at the office designated for the receipt of bids on or before the date and time set for the closing of the solicitation. It shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. REVISED ENVELOPE 2 – PRICE,
- b. Solicitation Number, and
- c. Name of Bidder

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**SI07 OPENING OF BIDS / EVALUATION**

1. There will be no public opening at bid deposit time.
2. Envelope 1 - Qualifications - will be opened privately. 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. 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.
4. The responsive bid carrying the lowest price will be recommended for contract award.
5. Bid results may be obtained from the Contracting Officer named on the cover page of the Invitation to tender following completed evaluation.

**SI08 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.

**SI09 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).

**SI10 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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

**SI11 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 SI11 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 SI11 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.

**SI12 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](http://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 4) 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

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 4).

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If you accept fill out and sign (Appendix 4)

*\* 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.*

## S113 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&section=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>

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 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence as referred to in the insurance requirements of the Contract .
  - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### 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.

## 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	(2016-04-04);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2850D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2880D	(2016-01-28);
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 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: <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.

**BID AND ACCEPTANCE FORM (BA)**

**BA01 IDENTIFICATION**

CEF Building 54 Building Envelope Conservation  
Building 54, Maple Drive, Central Experimental Farm, Ottawa, Ontario.

**BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**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(es).  
(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 thirty-four (34) 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.

**BA08 SIGNATURE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## APPENDIX 3

### QUALIFICATION FORM

#### PART 1 - "BID FORM FOR CONTRACTOR QUALIFICATIONS"

##### DEFINITIONS:

Bidder: means the person or entity (or in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Client: means the Project Owner, or his representative, of the funding department or organization who was directly involved in contracting the construction activities of the referenced completed project.

Completed Project(s): A construction project that has reached completion and that the Client has taken over the built work. (A completed phase of a project may qualify as a "completed project" provided it has reached completion and where the client has taken over the built work. The completed phase must meet the specified requirements for project dollar value and type of construction.)

Dutchman repair: An insert fashioned of the same material or other compatible material as the damaged or incomplete component, shaped to fit seamlessly in a void or damaged area of the parent component.

Heritage Wood Millwork: Carpentry and traditional joinery used in the construction of a historic building. Common elements include casings, mouldings, baseboards, panelling, shingles and clapboard.

Heritage Wood Window: A double-hung or single-hung wood window, counterbalanced with weights, in a historic building assembled with traditional joinery.

Historic Building: A building 40 years of age or older that incorporates significant architectural features and traditional construction methods.

Site Superintendent: In accordance with Public Works and Government Services Canada General Conditions - PWGSC GC2.6 (2007-05-25) the Superintendent shall be in full charge of the operations of the Contractor during the performance of Work and shall be authorized to accept on behalf of the Contractor any notice, order or other communication given to the Superintendent or the Contractor relating to the Work.

Splice(ing) repair: The joining of two pieces of wood by overlapping.

Total Value: The final cost of the contract between the Client and the firm.

Traditional Joinery: A wood joint assembled using only wood elements as in a mortice and tenon. Tenon is the piece that slides into the pocket, or mortise, of the other wood element. Mortise is the pocket created in one piece of wood to receive the tenon from the other piece.

Traditional Cedar Roof: A roof constructed using traditional methods and finished with either cedar shakes (made from split logs) or cedar shingles (sawn) with custom sheet metal flashings and roofing components.

**MANDATORY REQUIREMENTS:**

Submit all required information to complete the qualification submission in Envelope One.

1. Section 1.1.A Contractor Declaration
2. Section 1.1.B Heritage Wood Window Contractor Experience
3. Table 1.1.B Heritage Wood Window Contractor Experience
4. Table 1.1.C Client Reference Form for Bidder Project No. 1
5. Table 1.1.D Client Reference Form for Bidder Project No. 2
6. Section 1.1.E Heritage Wood Millwork Contractor Experience
7. Table 1.1.E Heritage Wood Millwork Contractor Experience
8. Table 1.1.F Client Reference Form for Bidder Project No. 1
9. Table 1.1.G Client Reference Form for Bidder Project No. 2
10. Section 1.1.H Traditional Cedar Roof Contractor Experience
11. Table 1.1.H Traditional Cedar Roof Contractor Experience
12. Table 1.1.I Client Reference Form for Bidder Project No. 1
13. Table 1.1.J Client Reference Form for Bidder Project No. 2
14. Section 1.1.K Site Superintendent Experience
15. Table 1.1.K Site Superintendent Experience

**Section 1.1.A Contractor Declaration**

**DECLARATION – Contractor**

**Indicate if you are:**

**Heritage Wood Window Contractor**

**Heritage Wood Millwork Contractor**

**Traditional Cedar Roof Contractor**

**General Contractor with a Heritage Wood Window Contractor, Heritage Wood Millwork Contractor, and Traditional Cedar Roof Contractor as a sub-contractor**

I, the undersigned, being a principal of the bidder, hereby certify that the information given in Tables 1.1.B, through to and including Table 1.1.K is accurate to the best of my knowledge.

\* Name: \_\_\_\_\_

\* Signature: \_\_\_\_\_

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

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**Section 1.1.B Heritage Wood Window Contractor**

1. The **Heritage Wood Window** Contractor or Sub-trade Team must have two (2) **completed projects** that meet all criteria listed in Section 1.1.B.2.
2. The following criteria must be demonstrated for the **Completed Projects**:
  - i. The **Completed Projects** must collectively demonstrate all of the **Heritage Wood Window** repair criteria as listed in Table 1.1.B with each project having a minimum value of \$300,000 (Excluding tax).
  - ii. **Completed Projects** must have been completed within the last five (5) years.
  - iii. Complete and submit the Client Reference Forms (Tables 1.1.C and 1.1.D). The Completed Projects must be the same **Completed Projects** shown in Table 1.1.B.
3. The **Heritage Wood Window** Contractor or Sub-trade Team must demonstrate in Table 1.1.B that they have the required experience, respecting *The Standards and Guidelines for the Conservation of Historic Places in Canada*, of all of the following tasks collectively within Project #1 and Project #2:
  - Epoxy consolidation and patching of wood frames and sashes;
  - **Splicing and Dutchman repair** to wood frames and sashes;
  - Fabrication and replication of wood frames, sashes and sash components using **Traditional Joinery**;
  - Fabrication and replication of wood frame components, sash stops, mouldings and parting strips;
  - Rebalancing of sashes counterbalanced with weights;
  - Paint removal using infrared stripper, heat gun or steam;
  - Use of linseed oil based glazing putty;
  - Photographic and written documentation.

Table 1.1.B must be completed in order for the Tender to be considered responsive.



**TABLE 1.1.B Heritage Wood Window Contractor Experience****Project #2**

*Project Name:	
*Total value of the Heritage wood window component of the work (Excluding tax):	
* Street Address:	
*City:	
*Country:	
*Start Date (Month Year):	
*Completion Date (Month Year):	
*Project Description:	
* <b>Client</b> Organization Name:	
*Sub-Trades (if applicable):	
<p><b>*Please check each technical discipline used for this project:</b></p> <p>Epoxy consolidation and patching of wood frames and sashes:    <b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p><b>Splicing and Dutchman Repair</b> to wood frames and sashes:    <b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>Fabrication and replication of wood frames, sashes and sash components using <b>Traditional Joinery</b>:</p> <p style="text-align: right;"><b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>Fabrication and replication of wood frame components, sash stops, mouldings and parting strips:</p> <p style="text-align: right;"><b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>Rebalancing of sashes counterbalanced with weights:            <b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>Paint removal using infrared stripper, heat gun or steam:        <b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>Use of linseed oil based glazing putty:                                <b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>Photographic and written documentation:                            <b>yes</b> <input type="checkbox"/>      <b>no</b> <input type="checkbox"/> **</p> <p>** One of the <b>yes</b> <input type="checkbox"/> or <b>no</b> <input type="checkbox"/> boxes must be completed for each of the identified disciplines above. Incomplete fields may render your bid non-responsive.</p> <p>* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.</p>	

**Table 1.1.C**

**CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 1 (1 page)**

*(Must be same Project #1 as Table 1.1.B)*

**Client Letter of Reference**

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_,\*  
executed the work for the following project which included **Heritage Wood Window** work.

Project Details:

Project name: \_\_\_\_\_\*

Project Location (street address & city): \_\_\_\_\_\*

I hereby certify the information provided in this client reference form to be true and factual.

<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

Heritage Wood Window: A double-hung or single-hung wood window, counterbalanced with weights, in a historic building assembled with traditional joinery.

Historic Building: means a building 40 years of age or older that incorporate significant architectural features.

Traditional Joinery: A wood joint assembled using only wood elements as in a mortice and tenon. Tenon is the piece that slides into the pocket, or mortise, of the other wood element. Mortise is the pocket created in one piece of wood to receive the tenon from the other piece.

**Table 1.1.D**

**CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 2 (1 page)**

*(Must be same Project #2 as Table 1.1.B)*

**Client Letter of Reference**

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_, \*  
executed the work for the following project which included **Heritage Wood Window** work.

Project Details:

Project name: \_\_\_\_\_ \*

Project Location (street address & city): \_\_\_\_\_ \*

I hereby certify the information provided in this client reference form to be true and factual.

*	*	*
<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

*	*	*
<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

Heritage Wood Window: A double-hung or single-hung wood window, counterbalanced with weights, in a historic building assembled with traditional joinery.

Historic Building: means a building 40 years of age or older that incorporate significant architectural features.

Traditional Joinery: A wood joint assembled using only wood elements as in a mortice and tenon. Tenon is the piece that slides into the pocket, or mortise, of the other wood element. Mortise is the pocket created in one piece of wood to receive the tenon from the other piece.

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### Section 1.1.E Heritage Wood Millwork Contractor

1. The **Heritage Wood Millwork** Contractor or Sub-trade Team must have two (2) **completed projects** that meet all criteria listed in Section 1.1.E.2.
2. The following criteria must be demonstrated for the **Completed Project**:
  - i. The **Completed Projects** must collectively demonstrate all of the **Heritage Wood Millwork** repair criteria as listed in Table 1.1.E with each project having a minimum value of \$150,000 (Excluding tax).
  - ii. **Completed Projects** must have been completed within the last five (5) years.
  - iii. Complete and submit the Client Reference Forms (Tables 1.1.F and 1.1.G). The Completed Projects must be the same **Completed Projects** shown in Table 1.1.E.
3. The **Heritage Wood Millwork** Contractor or Sub-trade Team must demonstrate in Table 1.1.E that they have the required experience, respecting *The Standards and Guidelines for the Conservation of Historic Places in Canada*, of all of the following tasks collectively within Project #1 and Project #2:
  - Epoxy consolidation and patching of wood;
  - **Splicing** and **Dutchman repair** to wood;
  - Salvage of heritage wood millwork for reuse;
  - Fabrication and replication of wood components using **Traditional Joinery**;
  - Fabrication and replication of wood profiled and moulded elements with custom knives;
  - Paint removal using infrared stripper, heat gun or steam;
  - Use of custom wall shingles and clapboard;
  - Photographic and written documentation.

Table 1.1.E must be completed in order for the Tender to be considered responsive.





**Table 1.1.F**

**CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 1 (1 page)**

*(Must be same Project #1 as Table 1.1.E)*

**Client Letter of Reference**

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_, \*  
executed the work for the following project which included **Heritage Wood Millwork** work.

Project Details:

Project name: \_\_\_\_\_ \*

Project Location (street address & city): \*  
\_\_\_\_\_ \*

I hereby certify the information provided in this client reference form to be true and factual.

<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

Heritage Wood Millwork: Carpentry and traditional joinery used in the construction of a historic building. Common elements include casings, mouldings, baseboards, panelling, shingles and clapboard.

Historic Building: means a building 40 years of age or older that incorporate significant architectural features.

Traditional Joinery: A wood joint assembled using only wood elements as in a mortice and tenon. Tenon is the piece that slides into the pocket, or mortise, of the other wood element. Mortise is the pocket created in one piece of wood to receive the tenon from the other piece.

**Table 1.1.G**

**CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 2 (1 page)**

*(Must be same Project #2 as Table 1.1.E)*

**Client Letter of Reference**

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_, \*  
executed the work for the following project which included **Heritage Wood Millwork** work.

Project Details:

Project name: \_\_\_\_\_ \*

Project Location (street address & city): \_\_\_\_\_ \*

I hereby certify the information provided in this client reference form to be true and factual.

<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

Heritage Wood Millwork: Carpentry and traditional joinery used in the construction of a historic building. Common elements include casings, mouldings, baseboards, panelling, shingles and clapboard.

Historic Building: means a building 40 years of age or older that incorporate significant architectural features.

Traditional Joinery: A wood joint assembled using only wood elements as in a mortice and tenon. Tenon is the piece that slides into the pocket, or mortise, of the other wood element. Mortise is the pocket created in one piece of wood to receive the tenon from the other piece.

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### Section 1.1.H Traditional Cedar Roof Contractor Experience

1. The **Traditional Cedar Roof** Contractor or Sub-trade Team must have two (2) **completed projects** that meet all criteria listed in Section 1.1.H.2.
2. The following criteria must be demonstrated for the **Completed Project**:
  - i. The **Completed Projects** must collectively demonstrate all of the **Traditional Cedar Roof** criteria as listed in Table 1.1.H with each project having a minimum value of \$300,000 (Excluding tax).
  - ii. **Completed Projects** must have been completed within the last five (5) years.
  - iii. Complete and submit the Client Reference Forms (Tables 1.1.I and 1.1.J). The Completed Projects must be the same **Completed Projects** shown in Table 1.1.H.
3. The **Traditional Cedar Roof** Contractor or Sub-trade Team must demonstrate in Table 1.1.H that they have the required experience, respecting *The Standards and Guidelines for the Conservation of Historic Places in Canada*, of all of the following tasks collectively within Project #1 and Project #2:
  - Use of cedar shakes or shingles;
  - Traditional sheet metal roof including batten, standing or folded seams;
  - Traditional sheet metal flashings;
  - Custom fabricated sheet metal rainwater leader system (gutters, downspouts, leader heads);
  - Photographic and written documentation.

Table 1.1.H must be completed in order for the Tender to be considered responsive.





**Table 1.1.I**

**CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 1 (1 page)**

*(Must be same Project #1 as Table 1.1.H)*

**Client Letter of Reference**

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_, \*  
executed the work for the following project which included **Traditional Cedar Roof** work.

Project Details:

Project name: \_\_\_\_\_ \*

Project Location (street address & city): \*  
\_\_\_\_\_ \*

I hereby certify the information provided in this client reference form to be true and factual.

<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

Historic Building: means a building 40 years of age or older that incorporate significant architectural features.

Traditional Cedar Roof: A roof constructed using traditional methods and finished with either cedar shakes (made from split logs) or cedar shingles (sawn) with custom sheet metal flashings and roofing components.

**Table 1.1.J**

**CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 2 (1 page)**

*(Must be same Project #2 as Table 1.1.H)*

**Client Letter of Reference**

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_, \*  
executed the work for the following project which included **Traditional Cedar Roof** work.

Project Details:

Project name: \_\_\_\_\_ \*

Project Location (street address & city):\*  
\_\_\_\_\_ \*

I hereby certify the information provided in this client reference form to be true and factual.

*	*	*
<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

*	*	*
<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

Historic Building: means a building 40 years of age or older that incorporate significant architectural features.

Traditional Cedar Roof: A roof constructed using traditional methods and finished with either cedar shakes (made from split logs) or cedar shingles (sawn) with custom sheet metal flashings and roofing components.

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### Section 1.1.K Site Superintendent Experience

1. The **Site Superintendent** must have a minimum of ten (10) years' experience in the overall management, sub-trade organization and scheduling of construction projects.
2. The Site Superintendent must have two (2) **Completed Projects** each of which meets the following criteria:
  1. The **Completed Projects** must each have a minimum value of \$300,000 (Excluding tax).
  2. The **Completed Projects** must have been completed within the last five (5) years.
  3. The **Completed Projects** must have been in an occupied building.

The **Heritage Wood Window, Heritage Wood Millwork, or Traditional Cedar Roof** Contractor may include a **Site Superintendent** who possesses the required experience on projects done under another general contractor.

Table 1.1.K must be completed in order for the Tender to be considered responsive.

**Table 1.1.K****TABLE 1.1.K Site Superintendent Experience**

\* Name of **Site Superintendent** to be used on this project: \_\_\_\_\_

1. Does the **Site Superintendent** have a minimum of ten (10) years' experience in the overall management and scheduling of construction projects?

\* YES \_\_\_ NO \_\_\_

2. Identify projects for **Superintendent Experience**:

**Project #1**

* Project Name:	
* Total value of the <b>Heritage Wood Window, Heritage Wood Work or Traditional Cedar Roof</b> component of the work (Excluding tax):	
*Street Address:	
*City:	
*Country :	
* Start Date (Month/Year) :	
* Completion Date (Month/Year):	
* Project Description:	
* <b>Client</b> Organization Name:	

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**TABLE 1.1.K Site Superintendent Experience****Project #2**

* Project Name:	
* Total value of the <b>Heritage Wood Window, Heritage Wood Work or Traditional Cedar Roof</b> component of the work (Excluding tax):	
*Street Address:	
*City:	
*Country :	
* Start Date (Month/Year) :	
* Completion Date (Month/Year):	
* Project Description:	
* <b>Client</b> Organization Name:	

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

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

Page 1 of 2

<b>Description and Location of Work</b> CEF Building 54 Building Envelope Conservation Building 54, Maple Drive, Central Experimental Farm, Ottawa, Ontario	<b>Contract No.</b> EP076-162305/001/FG
	<b>Project No.</b> R.076826.001

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		

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) number

Telephone

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>).



## ANNEX C

### LISTING OF SUBCONTRACTORS

- 1) In accordance with G107 - Listing of Subcontractors and Suppliers of R2710T- General Instructions - Construction Services - Bid Security Requirements, the Bidder should provide a list of Subcontractors with his Bid.
- 2) The Bidder should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted Bid Price.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			