



**A1. HEALTH CANADA BID RECEIVING UNIT
FEDERAL RECORDS CENTRE BUILDING**

Bid submission envelopes are to be delivered to the following address prior to, June 10, 2016 2:00 PM E.S.T.:

161 Goldenrod Driveway, Tunney's Pasture
Loading dock of building #18,
Ottawa, ON K1A 0K9 CANADA
Business hours: 7h30 to 16h30

Attention: Brian Spero
Telephone: (613) 608-7081
Solicitation #: 1000181892

| | |
|--|-------------------------------|
| A2. TITLE Laboratory Centre for Disease Control (LCDC) Amenities Project #H-063508 | |
| A3. SOLICITATION NUMBER #1000181892 | A4. DATE 2016-05-20 |
| A5. RFP AUTHORITY The Authority for this ITT is: Brian Spero Senior Procurement Contracting Officer Procurement and Contracting Unit Chief Financial Officer Branch Ottawa, Ontario K1A 0K9 Telephone: (613) 608-7081 Fax #: (613) 954-9393 Email: brian.spero@hc-sc.gc.ca | |

Invitation to Tender (ITT)

for

Performance of the Work described in the Contract Documents (CD) - Annex C contained herein.

THIS ITT CONTAINS A SECURITY REQUIREMENT

See Annex A – Security Requirements Checklist (SRCL)

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

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

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**INVITATION TO TENDER
IMPORTANT NOTICE TO BIDDERS**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

For further instructions please consult “Special Instruction to Bidders”, SI10, “Security Related Requirements” and “Supplementary Conditions” SC1 “Security Related Requirements, Document Safeguarding Location”.

INTEGRITY PROVISIONS - BID

Important changes have been made to the Integrity Provisions - Bid as of July 3rd 2015. See GI1, Integrity Provision-Bid of R2710T of the General Instructions for more information.

SECTION I – SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI1. INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI1 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

SI2. BID DOCUMENTS/BID FORMAT

SI2.1 The following are the bid documents and required bid format:

- a. Invitation to Tender – Cover Page;
- 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.

SI2.2 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>

R2410T section GI7, add following paragraph;

- a. Must be completed on the Bid and Acceptance Form;
- b. Must indicate:

- Project number
 - Solicitation number
 - Bidder's name
 - Closing Date and Time
- c. Must be received before tender closing time

SI3. 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 three (3) 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.

SI4. MANDATORY SITE VISIT

Bidders, or their authorized representative(s) must attend a site visit scheduled on May 31st, 2016 at 09:00 A.M. (Eastern Standard Time), at the Laboratory Centre for Disease Control, 100 Eglantine Driveway Bldg. #6 Tunney's Pasture, Ottawa, Ontario K1A 0K9. At least (2) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Officer (by email to: brian.spero@hc-sc.gc.ca to confirm their attendance and to provide the name of their representative(s).

The site visit for this project is MANDATORY. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by **Bidders who have not signed the attendance sheet will not be accepted.**

SI5. REVISION OF BID

A bid may be revised by e-mail to brian.spero@hc-sc.gc.ca or facsimile in accordance with GI10 of R2710T.

SI6. BID RESULTS

1. A bid opening will be held at Health Canada for the receipt of bids shortly after the time set for solicitation closing.
2. Following solicitation closing, bid results may be obtained by e-mailing the Contracting Officer on the cover page of this ITT.

SI7. 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 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).

SI8. BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA4 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 SI8 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 SI8 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.

SI9. CONSTRUCTION DOCUMENTS

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

SI10. SECURITY RELATED REQUIREMENTS

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC1 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the Work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC1 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders” on the Standard Procurement Documents Web site Industrial Security Program

SI11. 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:

Bid Bond (form PWGSC-TPSGC 504)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Buy and Sell

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

Canadian economic sanctions

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

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Declaration Form

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

Labour and Material Payment Bond (form PWGSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Performance Bond (form PWGSC-TPSGC 505)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

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>

Standard Acquisition Clauses and Conditions (SACC) Manual

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

Treasury Board Appendix L, Acceptable Bonding Companies

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

SECTION II – SUPPLEMENTARY CONDITIONS (SC)

SC2. SECURITY RELATED REQUIREMENTS

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

FILE N° 1000181892

1. The Contractor/ Offeror must, at all times during the performance of the Contract/ Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Services and Procurement Canada** (PSPC).
2. The Contractor/ Offeror personnel requiring access to *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PSPC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD/ PSPC, the Contractor personnel **MAY NOT ENTER** sites **without an escort**.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the CISD/ PSPC.
4. The Contractor/ Offeror must comply with the provisions of the:
 - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex A;
 - b) *Industrial Security Manual* (Latest Edition).

SC3. INSURANCE TERMS

The obligations of the Contractor are defined in R2900D and in the Insurance Terms below.

The obligations of the Insurer must be defined on the Certificate of Insurance that is available from the P:\ACQB\Business\RPC_AMI\Standard Templates - Modèles normalisés\Construction\English. You must include it as Annex B prior issuance of the Invitation to Tender.

Upon contract award, the Certificate of Insurance (pages 1 & 2) will be provided to the winning contractor in MS Word. It will allow its insurer/broker to complete electronically.

MINIMUM INSURANCE REQUIREMENTS:

Contracts with of an estimated value of \$100,000 and more:

- Commercial General Liability
- Builder's Risk/Installation Floater (generally not required for contracts where there is no work/property to ensure, such as paving, asbestos abatement and dredging).

SC3.1 Insurance Contracts

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.

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.

SC3.2 Period of Insurance

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.

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.

SC3.3 Proof of Insurance

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.

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.

SC3.4 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.

SC3.5 Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

SECTION III CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:

- a. Contract Cover 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 – Construction Services | 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

- a. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - b. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - c. 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>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

SECTION IV – BID FORM (BF)

BF1. IDENTIFICATION

Health Canada LCDC Amenities Project # H-063508, ITT# 1000181892

BF2. BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____

PBN: _____

BF3. THE OFFER

OPTION 1 – LUMP SUM CONTRACTS (WITHOUT UNIT PRICES)

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)

BF4. BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of 60 (sixty) days following the date of solicitation closing.

BF5. 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).

BF6. CONSTRUCTION TIME

The Contractor shall perform and complete the Work within 8 weeks from the date of notification of acceptance of the offer.

BF7. BID SECURITY

The Bidder is enclosing bid security with its bid in accordance with GI8 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

BF8. SIGNATURE

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

Name

Title

Signature

Date

APPENDIX 1 – COMBINED PRICE FORM (1 PAGE)

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

LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

| | |
|--|--|
| LUMP SUM AMOUNT (LSA) Excluding applicable tax(es) | |
| HST | |
| TOTAL with HST | |

Appendix 2 – Integrity Provisions (List of Names)

If the required list of names has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

CONTRACTING AUTHORITY:

Name : David J. Sullivan
Title : Manager, Procurement and Contracting
Department: Health Canada
Division : Procurement and Contracting Unit
Telephone : 613-415-4904
e-mail : david.j.sullivan@hc-sc.gc.ca

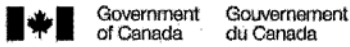
TECHNICAL AUTHORITY:

Information to be entered upon contract award

Name : _____
Title : _____
Department: _____
Division : _____
Telephone : ____ - ____ - _____
e-mail : _____

ANNEX A – SECURITY REQUIREMENT CHECKLIST (SRCL)

SEE THE PAGES THAT FOLLOW



*Rec'd
AVR 26 2016
CISW*

| |
|--|
| Contract Number / Numéro du contrat 1000181892 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

| | | |
|---|---|---|
| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada | 2. Branch or Directorate / Direction générale ou Direction CSB / RPSD | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| 4. Brief Description of Work / Brève description du travail Laboratory Centre for Disease Control (LCDC) Amenities Project - General Contractor Requirement | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui | | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui | | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui | | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> Oui | | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui | | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions Aucune restriction relative à la diffusion: <input type="checkbox"/> | All NATO countries Tous les pays de l'OTAN: <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion: <input type="checkbox"/> |
| Not releasable À ne pas diffuser: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED B PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO RESTRICTED <input type="checkbox"/> | PROTECTED C PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO DIFFUSION RESTREINTE <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | NATO CONFIDENTIAL <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | NATO SECRET <input type="checkbox"/> | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | NATO COSMIC TOP SECRET <input type="checkbox"/> | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |
| | NATO COSMIC TRÈS SECRET <input type="checkbox"/> | |

TBS/SCT 350-103(2004/12)

| |
|--|
| Security Classification / Classification de sécurité UNCLASSIFIED |
|--|





| |
|--|
| Contract Number / Numéro du contrat 1000181892 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicats? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

| | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | Special comments: Escorts will be provided by Project Manager for all afterhours work. Commentaires spéciaux : _____ | | |

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui

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| |
|--|
| Security Classification / Classification de sécurité UNCLASSIFIED |
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|--|
| Contract Number / Numéro du contrat 1000181892 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉE | | | CLASSIFIED / CLASSIFIÉE | | | NATO | | | | COMSEC | | | | | |
|--|----------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|----------------------|---|---|--------------|--------|--------------------------|
| | A | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS-SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET / COSMIC TRÈS-SECRET | PROTECTED / PROTÉGÉE | | | CONFIDENTIAL | SECRET | TOP SECRET / TRÈS-SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets / Renseignements / Biens / Production | | | | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | | | | |
| IT Link / Lien électronique | | | | | | | | | | | | | | | | |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

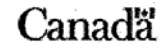
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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| |
|--|
| Security Classification / Classification de sécurité UNCLASSIFIED |
|--|



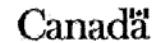


| |
|--|
| Contract Number / Numéro du contrat PR#1000181892 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---|--|---|--|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Amy Mikota | Title - Titre Accommodation Management Officer | Signature | |
| Telephone No. - N° de téléphone 613-790-5275 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel amy.mikota@hc-sc.gc.ca | Date 2016-04-22 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) MICHEL MELOCHE | Title - Titre Director, Security Programs | Signature | |
| Telephone No. - N° de téléphone 613-954-9374 | Facsimile No. - N° de télécopieur 613-941-2398 | E-mail address - Adresse courriel michel.meloche@hc-sc.gc.ca | Date April 28/16 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) Brian Spero | Title - Titre Senior Procurement Officer | Signature | |
| Telephone No. - N° de téléphone (613) 609-7081 | Facsimile No. - N° de télécopieur (613) 954-9393 | E-mail address - Adresse courriel brian.spero@hc-sc.gc.ca | Date 2016-04-22 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name Paul Lepinski | Title - Titre Contract Security Officer Agent à la Sécurité des contrats Programme de la Sécurité industrielle Industrial Security Program | | Signature |
| Telephone Paul.Lepinski@tpsgc-prgsc.gc.ca | E-mail address - Adresse courriel | | Date 28-APR-2016 |
| Téléphone : 613 957-1204 | | | |

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| |
|--|
| Security Classification / Classification de sécurité UNCLASSIFIED |
|--|



ANNEX B

Statement of Work

1.0 Scope

1.1 **Title:** Health Canada Laboratory Centre for Disease Control (LCDC) Amenities Project: H-063508

1.2 Introduction

The Contractor is required to upgrade the reflected changes that are being requested for all three (3) floors of the LCDC building, located in Tunney's Pasture, Ottawa, Ontario K1A 0K9. The Contractor will apply the changes, updates, modifications as listed in the Architectural Mechanical and Electrical drawings and the National Master Specification in Annex C.

1.3 Objectives of the Requirement

The objective of this requirement is to have a Contractor implement the Construction Phases throughout all three (3) floors of LCDC building. The Contractor will complete the construction changes, updates and modifications as shown in the 100% stamped Architectural Mechanical and Electrical drawings package and National Master Specification. Each and every phase of the project is to be completed by the Contractor as per the schedule provided in the Statement of Work. All construction work must take place between 17:00 to 24:00 during weeknights and any time on the weekends and statutory holidays.

1.4 Background and Specific Scope of the Requirement

The Laboratory Centre for Disease Control is occupied by Health Canada and located at 100 Eglantine Driveway in the Tunney's Pasture complex, was constructed in 1954/55. The building is a low-rise office laboratory facility with irregular configuration of four rectangular blocks of three (3) stories each.

1.5 Tasks and services to be provided by the Contractor include:

The Contractor services will be required to carry out the work as outlined in the provided drawings specified herein. The scope of work includes demolition, new millwork, painting, new flooring, new partitions, modification of mechanical, modification of plumbing, as well as modification of electrical work on the ground, second and third floors.

The scope of work on the ground floor includes:

- 1.5.1 Modification/re-arrangement of existing workstations in order to create space for two (2) new copier rooms and one (1) collaborative area;
- 1.5.2 Demolition of a storage room in order to create space for a kitchenette to be upgraded and expanded.

The scope of work on the second floor includes:

- 1.5.3 Modification and re-arrangement of existing workstations in order to create space for one (1) new copier room and one (1) collaborative area;
- 1.5.4 Demolition of a storage room in order to create space for kitchenette to be upgraded and expanded;
- 1.5.5 Upgrade finishes for 2nd kitchenette.

The scope of work on the third floor includes:

- 1.5.6 Modification and re-arrangement of existing workstations in order to create space for one (1) new copier room;
- 1.5.7 Demolition of a storage room in order to create space for kitchenette to be upgraded and expanded;
- 1.5.8 Demolition of two (2) offices, office 3252 and 3254 in order to create space for a kitchenette.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor is responsible for the following:

- 2.1.1 Following the National Master Specification that has been stamped by individual holding valid BCIN and the Architectural, Mechanical and Electrical drawings provided by the Architectural and Engineering Contractor. The Contractor will visit the site in order to verify requirements prior to each construction phase.
- 2.1.2 Paying for the Building Permit Fees to the City of Ottawa as LCDC is a Crown Owned Building of Health Canada.

Demolition:

- 2.2 Partitions
- 2.3 Doors/Frame/Hardware
- 2.4 Ceiling
- 2.5 Finishes
- 2.6 Millwork

Construction:

- 2.7 Partitions
- 2.8 Ceiling
- 2.9 Finishes
- 2.10 Millwork
- 2.11 Acrylic Decorative Panels
- 2.12 Electrical
- 2.13 Mechanical
- 2.14 After-hour Work (%)
- 2.15 Profit & Overhead (%)
- 2.16 Contingency (%)
- 2.17 Mobilization & General Instructions (%)
- 2.18 Handling of Materials & Disposal (%)
- 2.19 As outlined in Section 01 00 10, Division 1.4 Submittal Procedures, the Contractor must follow the National Master Specification.
- 2.20 The Contractor must comply with all regulatory requirements listed in the National Master Specification Section 01 00 10.
- 2.21 The Contractor must provide an estimated schedule with the number of working hours required for each Phase of the construction project prior to the commencement of the work.

-
- 2.22 The Contractor must comply with all Fire and Safety Requirements as outlined in 1.6 National Master Specification Section 01 00 10.
- 2.23 As part of the Fire and Safety Requirement as outlined in 1.6 the Contractor will require obtaining a Hot Work Permit for all activities that involve open flames or result in release of heat or sparks. A two (2) week notice to the Project Manager is required before work can be scheduled. This includes, but is not limited to: welding, brazing, cutting, grinding, soldering.
- 2.24 The following information will be required for each booking: Company name, Site Supervisor name and the number, quantity of escorts required, date, start time, end time and name(s) of the employee(s) to be working on site.
- 2.25 All electrical disconnects performed by the Contractor related to this project must be scheduled with and approved by the Project Manager in the initial project schedule at least two (2) weeks in advance. This would include power shut downs to the electrical panels.
- 2.26 The Contractor must clean up and dispose of all demolition and construction materials outside of the construction zone on a daily basis. At the end of each phase the work areas are to be presentable and ready to use after work is completed.
- 2.27 In the event that LCDC site access during regular working hours is required by the Contractor, the Site Superintendent must contact and notify the Project Manager 24 hours in advance.
- 2.28 The Contractor is to supply and install five (5) acrylic decorative panels and post hardware located to the Collaborative area of Room 2340 and Room 1367. The Contractor is to match acrylic decorative panels to existing panels located in LCDC 1306 Lunchroom. Refer to Drawings A1A, A1B and A6 for measurement details. Note the Contractor must measure on site and provide acrylic and metal post samples for approval by the Project Manager.

Project Construction, Commissioning and Close Out Stages:

- 2.3.1 The Project Manager will conduct the start-up meeting, prepare and distribute minutes of meetings with the Architectural and Engineering Contractor and the Contractor.

2.4 Technical, Operational and Organizational Environment

- 2.4.1 All work undertaken by the Contractor will be completed in four phases at LCDC building.
- 2.4.2 The work is to be co-ordinated with and access to the site will be scheduled by the Project Manager.
- 2.4.3 Heath Canada **will not provide** neither a storage area nor equipment for this work outside of the construction zone. The Contractor may be allowed to store their equipment and supplies only in the areas of construction zone.
- 2.4.4 Health Canada will **not be responsible** for any stored tools/supplies while left on site.
- 2.4.5 In reference the National Master Specification Section 01 74 11, 1.03 Project Cleanliness, the Contractor must maintain construction area in a tidy condition, free from accumulation of waste products and debris on a daily basis.
- 2.4.6 The Contractor will be responsible to provide an on-site container for collection of waste materials and debris. The location will be shown at the job site where the container can be stored.

2.5 Method and Source of Acceptance

All construction work completed by the Contractor must be to the satisfaction of the Project Manager and the Architectural Engineering Contractor and meet all construction changes as shown in the Architectural, Mechanical and Electrical drawings package and National Master Specification booklet.

A walkthrough for inspection by the Contractor, the Architectural Engineering Contractor and the Project Manager will take place during each of the Construction Phases, (in total there will be four (4) walkthroughs). Any deficiencies reported during the walkthrough will be given a deadline for completion date. In order to prevent delays to the construction schedule, the project will continue on to the next phase of the scope of work. Depending on the degree of deficiency it will be determined by the Contractor, the Architectural Engineering Contractor and Project Manager if the space will be given back to the Client. For example if millwork is damaged in a copier room, but everything else is completed, it would be expected that the space is given back to the Client while the deficiency of replacing the damaged millwork would take place at a later date.

2.6 Reporting Requirements

At the time of Contract award the Contractor must provide all permits and Certificates, this includes but is not limited to: WSIB, Insurance, Fall protection, Licenses for electrical, plumbing, competency cards, confined space, site specific Safety Plan (this is not the Health and Company Safety Plan)

The Contractor must submit one (1) electronic copy of a report to the Architectural and Engineering Contractor and Project Manager outlining the accomplishments, open issues and upcoming milestones for the given period at the beginning of each week.

All communications and submissions by the Contractor will be coordinated by the Project Manager and the Architectural Engineering Contractor.

2.7 Project Management Control Procedures

The individual identified in the Statement of Work as the Project Manager will schedule and coordinate with the Architectural Engineering Contractor site visits, answer questions to their best knowledge and ability, provide a security escort when required and ensure the Contractor is brought in on time (discussed in advance with and approved by the Project Manager).

3.0 Additional Information

3.1 Authorities

The Project Manager and the Technical Authority will be provided at contract award.

3.1.1 Contracting Authority:

David. J. Sullivan
Manager, Procurement and Contracting r
Procurement and Contracting Unit
200 Eglantine Driveway, Tunney's Pasture
Ottawa, Ontario K1A 0K9

Telephone 613-415-4904
E-mail: david.j.sullivan@hc-sc.gc.ca

3.1.2 Project Manager:
To be determined at contract award

3.2 Health Canada's Obligations

- 3.2.1 To provide access to a staff member who will be available to coordinate activities;
- 3.2.2 To provide comments on draft reports within five (5) working days;
- 3.2.3 To provide other assistance including information about the building and its facility details on the electrical, mechanical rooms and their access for scheduling purposes;
- 3.2.4 The Work Permit Form will be provided by the Project Manager for the Contractor to fill out.
- 3.2.5 As outlined in 1.7 Quality Control Section 01 00 10, the Project Manager will provide a Designated Supplementary Report (DSR) for the areas where construction work is being done. This report will be provided to the Contractor and the Architectural Design Contractor prior to the Construction start date.
- 3.2.6 Presence of the Commissionaire is required on site at all times for after hours and weekend work. The Commissionaire services will be funded by Heath Canada. The Contractor must provide three (3) working days' notice for escort booking.

3.3 Contractor's Obligations

- 3.3.1 Unless otherwise specified, the Contractor must use its own equipment and software for the performance of the work.
- 3.3.2 Title to the equipment and furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.

3.4 Location of Work, Work site and Delivery Point

Construction work will be conducted on site from 17:00 to 24:00 on weekdays and any time on weekends and statutory holidays.

All personnel assigned to any contract resulting from this contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

The work will be performed on the LCDC Ground floor, 2nd floor and 3rd floor, 100 Eglantine Driveway in the Tunney's Pasture

3.5 Travel and Living
There is no travel associated with this contract.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The Construction process will be completed in four (4) phases, as the building is an occupied space. The four (4) phases must be completed in the following stages, as preparation will be required to be completed by the Project Manager before each of the construction phases take place.

Please refer to the breakdown schedule listed below:

The Contractor must be available throughout the completion of Construction Phases.

Phase # 1

The work is proposed to start the first week of July, 2016.

Week one day one (1) Starting at 5:00pm The Contractor will have an electrician on site to disconnect the system poles for all three (3) floors, in total roughly seven (7) power poles.

The Contractor will have ten (10) working days to complete following construction on the ground floor: Create two (2) new copier rooms and one (1) Collaborative area.

- At 5:00pm the Contractor will have access to Phase 1. The Contractor will install a plastic divider to indicate the construction zone.
- Weekend access from 8:00am to 11:00pm
- Weekday access 5:00pm – 11:00pm

- The Contractor, the Architectural Engineering Consultant and the Project Manager will complete an inspection of the completed work for Phase 1.

Phase # 2

The Contractor will have ten (10) working days to complete following construction on the 2nd and 3rd Floor: Create new copier room/ Collaborative area on 2nd floor and Create new copier room on the 3rd floor.

- Start at 5:00pm the Contractor will have access to Phase 2. The Contractor will install a plastic divider to indicate the construction zone.
- Weekend access from 8:00am to 11:00pm
- Weekday access 5:00pm – 11:00pm

- The Contractor and the Architectural and Engineering Consultant and the Project Manager will complete an inspection of the completed work for Phase 2.

Phase # 3

The Contractor will have 17 working days to complete following construction for new kitchenettes in Rooms 1394, 2454 and 3452.

- Start at 5:00pm the Contractor will have access to Phase 3. The Contractor will install a plastic divider to indicate the construction zone.
- Weekend access from 8:00am to 11:00pm
- Weekday access 5:00pm – 11:00pm

- The Contractor and the Architectural and Engineering Consultant and the Project Manager will complete an inspection of the completed work for Phase 3.

Phase # 4

The Contractor will have ten (10) working days to complete following construction for new kitchenettes in Rooms 2262 and 3252.

- Start at 5:00pm the Contractor will have access to Phase 3. The Contractor will install a plastic divider to indicate the construction zone.
- Weekend access from 8:00am to 11:00pm
- Weekday access 5:00pm – 11:00pm
- The Contractor, the Architectural and Engineering Consultant and the Project Manager will complete an inspection of the completed work for Phase 4.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

The Contractor is to provide a detailed bar chart construction schedule for work, indicating an anticipated progress phase within the time of completion. The Contractor must respect the breakdown phasing schedule provided by Project Manager. Minor changes to the breakdown phase schedule can be made prior to the construction start date, but must be reported to and approved by the Project Manager 48 hours in advance or as soon as possible.

4.3 Applicable Documents and Glossary

The following documents are applicable to this project:

Health Canada LCDC Amenities Project: National Master Specification

Division 01 General Requirements
 Division 02 Existing Conditions
 Division 06 Wood, Plastics and Composites
 Division 07 Thermal and Moisture Protection
 Division 09 Finishes
 Division 10 Specialties
 Division 21 Fire Suppression
 Division 22 Plumbing
 Division 23 Heating, Ventilation and Air-Conditioning (HVAC)
 Division 25 Integrated Automation
 Division 26 Electrical
 Division 27 Communications
 Division 28 Electronic Safety and Security

Drawing List

A0 Architectural: Cover Page
 F1A Architectural: Ground Floor Furniture Plan
 F1B Architectural: 2nd Floor Furniture Plan
 F1C Architectural: 3rd Floor Furniture Plan
 D1A Architectural: Ground Floor Demolition Plan
 D1B Architectural: 2nd Floor Demolition Plan
 D1C Architectural: 3rd Floor Demolition Plan
 A1A Architectural: Ground Floor Partition Plan & Wall Section
 A1B Architectural: 2nd Floor Partition Plan & Wall Section
 A1C Architectural: 3rd Floor Partition Plan & Wall Section
 A2A Architectural: Ground Floor Power Voice & Data
 A2B Architectural: 2nd Floor Power Voice & Data
 A2C Architectural: 3rd Floor Power Voice & Data
 A3A Architectural: Ground Floor Reflected Ceiling Plan

-
- A3B Architectural: 2nd Floor Reflected Ceiling Plan
 - A3C Architectural: 3rd Floor Reflected Ceiling Plan
 - A4A Architectural: Ground Floor Wall Finishes Plan
 - A4B Architectural: 2nd Floor Wall Finishes Plan
 - A4C Architectural: 3rd Floor Wall Finishes Plan
 - A5A Architectural: Ground Floor Millwork Elevations & Sections
 - A5B Architectural: Ground Floor Millwork Elevations & Sections
 - A5C Architectural: 2nd Floor Millwork Elevations & Sections
 - A5D Architectural: 2nd Floor Millwork Elevations & Sections
 - A5E Architectural: 3rd Floor Millwork Elevations & Sections
 - A5F Architectural: 3rd Floor Millwork Elevations & Sections
 - A6 Decorative Panel Elevations

 - M-1 Mechanical: Drawing List, Legends and Schedules
 - M-2 Mechanical: Ground Floor Work
 - M-3 Mechanical: Second Floor Work
 - M-4 Mechanical: Third Floor Work

 - ED-1 Electrical: Demolition
 - E-1 Electrical: Legend, Drawing List & Details
 - E-2 Electrical: Lighting & Fire Alarm
 - E-3 Electrical: Power & Systems

4.3 Relevant Terms, Acronyms and Glossaries

LCDC- Laboratory Centre for Disease Control
NMS - National Master Specification
BCIN -Building Code Identification Number

CADD- Computer aided design and Drafting
HC – Health Canada
NFC- National Fire Code
NBC- National Building Code
OBC- Ontario Building Code

5.0 Personnel

The Bidder is to identify the proposed personnel, including the **Site Superintendent/Lead Foreman**, who will be assigned to this contract. If applicable the Bidder will include a list of proposed **sub-contractors**. See **Annex C**.

6.0 Conditions Precedent to Contract Award

It is recommended that bidders provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

| Criteria | Page # | Yes | No |
|--|---------------|------------|-----------|
| C1. The Bidder must provide assurance that they are in compliance with and their employees have received adequate instruction in the WHIMS regulations. | | | |
| C2. The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project. | | | |
| C3. The Bidder must provide a copy of their Health and Safety Policy and Program and site specific safety plan for the Proposed work prior to contract award. | | | |
| C4. The Bidder must provide a copy of their Health and Safety Plan for the proposed construction work within one work week from date of contract award. | | | |
| C5 The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) as indicated in the ITT, in the amount of \$2,000,000.00. | | | |

ANNEX C - LISTING OF SUBCONTRACTORS

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of R2410T- General Instructions - Construction Services GI07 - 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 | | | |
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