



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

Project: CSA15-G1A

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

Title - Sujet BLDG ENVELOPE REFIT & WINDOW REPLMT	
Solicitation No. - N° de l'invitation 9F030-150993/A	Date 2016-07-04
Client Reference No. - N° de référence du client 9F030-150993	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FG-359-71196
File No. - N° de dossier fg359.9F030-150993	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-09	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Benoit, Marie-Eve	Buyer Id - Id de l'acheteur fg359
Telephone No. - N° de téléphone (819) 420-0720 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: LABORATOIRE DAVID FLORIDA LABORATORY (DFL) 9F030-SECURITY AND FACILITY 3701, AVENUE CARLING C.P. 11490, SUCC. H OTTAWA, ONTARIO K2H 8S2	

Instructions: See Herein

Instructions: Voir aux présentes

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

INVITATION TO TENDER

2 envelopes ITT

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 SI12.00

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.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

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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
- GI02 Completion of Bid
- GI03 Identity or Legal Capacity of the Bidder
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- GI06 Registry and Pre-qualification of Floating Plant
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Solicitation No. - N° de l'invitation
9F030-150993/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
FG359

Client Ref. No. - N° de réf. du client
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File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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 GI15 of R2710T enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
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 July 19, 2016 at 10h00 am. Interested bidders are to meet at **Shirleys Bay Campus (where the David Florida Laboratory is located), Building #1 main reception, 3701, Avenue Carling, Ottawa.**

NOTE: Canadian Space Agency – David Florida Laboratory (CSA-DFL) is located on a secure campus. To gain site access for the on-site construction visit, the following procedures must be followed:

Bidders must confirm attendance by e-mail to Marie-Eve Benoit at marie-eve.benoit@pwgsc-tps.gc.ca by July 13, 2016 at 2h00 4:00 p.m. Bidders must provide the information below to confirm attendance:

- full name;
- representing company; and
- if the individual is an international visitor.

Bidders who do not confirm attendance and who do not provide the requested information will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Site Protocol:

- *Arrival:* Report to building 1 to gain permission to enter the site by registering as a CSA-DFL visitor (photo ID will be required).
- Use **Site Visit for Building 65** as the contact name and request visitor parking pass.
- *Badge:* Guest badge will be issued which is to be worn and visible at all times, then proceed to building 65.
- *Parking:* Park in the visitor parking in front of building 65 (P9). Visibly display visitor parking pass and go to the main lobby Reception desk.
- A security Commissionaire and/or CSA-DFL Site Representative will be there to guide you.
- Sign the site attendance sheet.
- *Departure:* Return visitor badge to commissionaire at centre booth prior to exiting campus.

Cleanrooms: Clean Rooms are all areas within the air showered rooms, except the loading dock(s) and change rooms. All other areas are not considered as "Clean Rooms".

Special procedures apply if entering a "Clean Room" space:

- All weather protection clothing (coats, boots etc.) must be removed prior to entering any clean room;
- Ensure appropriate footwear is clean by using the shoe cleaner;
- Air shower must be used prior to entering the change room;
- Wear a clean room coat (will be provided), completely fastened;
- Wear a disposable hat (will be provided) ensuring all hair is covered by the hat.

Site Restrictions:

- Driving around the campus is prohibited without a secure escort.
- **NO cameras, cell phones, or ANY electronic devices** of any kind are allowed to be used.
Small lock boxes are available at Reception to securely store such small items or leave in locked vehicle.

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. **Bidders shall submit one (1) signed original and three (3) hard copies of the Qualifications Form, and any required associated document(s).** These 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. Bidders shall submit one (1) signed original Bid and Acceptance Form (BA), and Bid Security if applicable. Documents 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

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. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign (Appendix 2)

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

SI13 WEB SITES

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

Treasury Board Appendix L, Acceptable Bonding Companies

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

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

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

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

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

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

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

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

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

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

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>

SUPPLEMENTARY CONDITIONS (SC)

SC01 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

Building Envelope Refit and Window Replacement. David Florida Laboratory – Building #65, 3701 Carling Avenue, Ottawa, Ontario, K2H 8S2

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-Mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____
(when required)

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

1- Cash Allowance (Section 01 21 13): _____ \$10,000.00 _____ excluding applicable taxes (s).

2 - Offer: \$ _____ excluding applicable taxes (s).
(Amount in numbers)

TOTAL BID AMOUNT (1+2): \$ _____ excluding applicable taxes (s).
(Amount in numbers)

BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of sixty (60) 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 fifty-two (52) 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 1 - INTEGRITY PROVISIONS

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

List of names: All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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CCC No./N° CCC - FMS No./N° VME

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:

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY

Contracting Authority is :

Name : Marie-Eve Benoit

Title : Supply Specialist

Department : Public Works and Government Services Canada

Division : RPCD

Telephone : 819-420-0720

e-mail : marie-eve.benoit@pwgsc-tpsgc.gc.ca

TO BE PROVIDED AT CONTRACT AWARD

Technical Authority is:

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

APPENDIX 4 - QUALIFICATION FORM

MANDATORY REQUIREMENTS (MR)

Submit all required information to complete the qualification submission

MR1- Complete and submit	Table 1 – Identification of the Bidder
MR2- Complete and submit	Table 2 – Project Letter of reference – General Contractor and; Table 2.1 – Experience Certification – General Contractor
MR3- Complete and submit	Table 3 – Project Reference – Project Manager and; Table 3.1 - Experience Certification – Project Manager
MR4- Complete and submit	Table 4 – Project Reference – Superintendent and; Table 4.1 - Experience Certification – Superintendent

Incomplete fields and/or unsigned tables will render you bid non-responsive.

Definitions:

Bidder: means the person or entity (or in 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 subcontracts.

Completed Project: means a project where all the terms and conditions of the contract were met and where a final certificate of completion has been issued or a final invoice paid and where the date on the certificate or payment instrument indicates the date of completion.

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

Superintendent: In accordance with PWGSC General Conditions GC2.6 (2008-05-12) Superintendent: The Superintendent shall be in full charge of the operations of the Contractor during the performance of the 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.

TABLE 1 – IDENTIFICATION OF BIDDER

Legal Operating name of Bidder	
Contact Name	
Mailing Address	
Telephone No.	
Facsimile No.	
E-mail Address	

In the case of a joint venture, the following must also be completed:

Name of each member of the joint venture:	
Role and expertise of each member of the joint venture	
Name of the representative of the joint venture	
Name of the joint venture	

Please Note: If the contract is awarded to a joint venture, the joint venture will be requested to apply for a new Procurement Business Number (PBN).

TABLE 2 - PROJECT LETTER OF REFERENCE – GENERAL CONTRACTOR (GC)

Provide one (1) letter of reference for one (1) project.

The General Contractor (GC) must have completed one (1) project and must meet the following requirements:

1. Project executed for a governmental, para-governmental, institutional, commercial or industrial client.
2. Project with construction costs of **at least \$5,000,000.00 (HST excluded).**
3. Project must **have been completed within the past five (5) years** and have included building envelope, concrete, mechanical, electrical and structural work.

This hereby confirms that the following contractor: _____

executed the work for the following project _____

This project meets all the above mentioned requirements. The specified work was carried out to our satisfaction, in accordance with the terms and conditions of the contract, and with respect to the mutually agreed schedule and budget.

Summary of work done on project:

Client Name (Block Letter)

Title

Signature

Contractor Name

Telephone

Date

E-Mail address: _____

Initial Contract value (HST excluded)

Final Contract Value (HST excluded)

Original expected Contract Completion date

Actual Contract Completion Date

TABLE 2.1 – EXPERIENCE CERTIFICATION – GENERAL CONTRACTOR (GC)

We certify that all statements made with regard to the experience of the company as a General Contractor (GC) are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the bid being declared non-responsive.

Bidder certifies that he has **a minimum of ten (10) years experience** as a General Contractor (GC) implementing construction projects involving similar scope of work as described in the technical documents.

Should verification by Canada disclose untrue statements, Canada will have the right to treat any resulting contract from this submission as being in default and to take the work out of the Contractor's hands.

Legal Operating name of the Bidder: _____

PBN: _____

Authorized Name (print): _____

Title of person authorized to sign on behalf of Bidder

Signature

Date

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

TABLE 3 – PROJECT REFERENCE - PROJECT MANAGER

The Bidder must submit the following information, for the submitted project reference.

Name of Project Manager to be used on this project (Block letters): _____

Client name: _____
(Ministry or Business name)

Client contact

Name: _____ Title: _____

Phone: _____ E-mail: _____

NOTE: Submit one (1) project **that must have been completed within the past seven (7) years** in which the project manager was responsible for a project with construction costs of **at least \$5,000,000.00 (HST excluded)** and **that must have been completed** while construction was **undertaken in an occupied building**.

Completed Project: means a project where all the terms and conditions of the contract were met and where a final certificate of completion has been issued or a final invoice paid and where the date on the certificate or payment instrument indicates the date of completion.

The Bidder may include a Project Manager who possesses the required experience on a project done under another General Contractor.

Project or Contract

Project or contract title: _____

Address: _____

Value of project or contract (HST excluded): _____

Date & duration of completion (date, month & year): _____

Description of project or contract:

Responsibilities:

TABLE 3.1 – EXPERIENCE CERTIFICATION – PROJECT MANAGER

We certify that all statements made with regard to the experience of the project manager are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the bid being declared non-responsive.

The Project Manager has **a minimum of seven (7) years relevant and recent experience** in construction project management.

The Bidder must submit a **Detailed Résumé of the proposed Project Manager** and clearly demonstrate that the project manager **has a minimum of seven (7) years relevant and recent experience** in construction project management.

Note 1: Relevant experience is defined as being obtained while working on a fulltime basis, on-site, on Canadian projects with a **construction cost of \$5,000,000.00 (HST excluded)**. Recent experience is defined as experience gained from January 2006 up to and including the solicitation closing date.

Should verification by Canada disclose untrue statements, Canada will have the right to treat any resulting contract from this bid as being in default and to take the work out of the Contractor's hands.

Legal Operating name of the Bidder: _____

PBN: _____

Authorized Name (print): _____

Title of person authorized to sign on behalf of Bidder

Signature

Date

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

TABLE 4 – PROJECT REFERENCE – SUPERINTENDENT

The Bidder must submit the following information, for the submitted project reference.

Name of Superintendent to be used on this project (Block letters): _____

Client name: _____
(Ministry or Business name)

Client contact

Name: _____ Title: _____

Phone: _____ E-mail: _____

NOTE: Submit one (1) project **that must have been completed within the past five (5) years** in which the superintendent was responsible for a project with construction costs of **at least \$5,000,000.00 (HST excluded)** and **that must have been completed** while construction was **undertaken in an occupied building**.

Completed Project: means a project where all the terms and conditions of the contract were met and where a final certificate of completion has been issued or a final invoice paid and where the date on the certificate or payment instrument indicates the date of completion.

In accordance with PWGSC General Conditions GC2.6 (2008-05-12) Superintendent: The Superintendent shall be in full charge of the operations of the Contractor during the performance of the 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.

The Bidder may include a superintendent who possesses the required experience on a project done under another General Contractor.

Project or Contract

Project or contract title: _____

Address: _____

Value of project or contract (HST excluded): _____

Date & duration of completion (date, month & year): _____

Description of project or contract:

Responsibilities:

Table 4.1 – EXPERIENCE CERTIFICATION – SUPERINTENDENT

We certify that all statements made with regard to the experience of the superintendent are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the bid being declared non-responsive.

The superintendent has a minimum **of ten (10) years experience relevant and recent experience** in the overall management, subtrade organization and scheduling of construction projects.

The Bidder must submit a **Detailed Résumé of the proposed SUPERINTENDENT** and clearly demonstrate that the superintendent **has a minimum of ten (10) years' relevant and recent experience** in the overall management, sub trade organization and scheduling of construction projects.

Note 1: Relevant experience is defined as being obtained while working on a fulltime basis, on-site, on Canadian projects with a **construction cost of \$5,000,000.00 (HST excluded)**. Recent experience is defined as experience gained from January 2006 up to and including the solicitation closing date.

Should verification by Canada disclose untrue statements, Canada will have the right to treat any resulting contract from this bid as being in default and to take the work out of the Contractor's hands.

Legal Operating name of the Bidder: _____

PBN: _____

Authorized Name (print): _____

Title of person authorized to sign on behalf of Bidder

Signature

Date

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

CHECKLIST

The checklist included herein will serve as a quick reference tool for the Bidder's use only. The use of the checklist may prevent omission of any mandatory document(s)/information which could render the submission non-responsive.

Mandatory Requirements Checklist	Included in Submission
Complete and submit Table 1 – Identification of the Bidder	
Complete and submit Table 2 – Project Letter of reference – General Contractor	
Complete and submit Table 2.1 Experience Certification – General Contractor	
Complete and submit Table 3 – Project Reference – Project Manager	
Complete and submit Table 3.1 – Experience Certification – Project Manager + SUBMIT A DETAILED RÉSUMÉ	
Complete and submit Table 4 – Project Reference – Superintendent	
Complete and submit Table 4.1 – Experience Certification – Superintendent + SUBMIT A DETAILED RÉSUMÉ	

Solicitation No. - N° de l'invitation
9F030-150993/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
FG359

Client Ref. No. - N° de réf. du client
9F030-150993

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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

CERTIFICATE OF INSURANCE**Page 1 of 2**Travaux publics et
Services gouvernementaux
CanadaPublic Works and
Government Services
Canada**Construction scope**

1. To upgrade existing DFL building envelope & roofing in accordance with all tender issued drawings, specifications & documents.
2. The successful bidder shall be responsible to provide all necessary labour, material and equipment required to carry out and modify the following work:
 1. Complete removal of the existing exterior cladding, removal and salvage of associated architectural, mechanical and electrical items attached to the building.
 2. Seal all building envelope penetration & provide new exterior insulation.
 3. Provide & install complete new exterior envelope assemblies, including wall, door and window assemblies & re-installation of removed items.
 4. Provide & install all mechanical & electrical items as shown on drawings.
 5. Re-roofing portions of the existing building roofs including providing & installing of miscellaneous associated items such as walkways, access ladders and railings.

At the Shirleys Bay Campus - David Florida Laboratory – Building #65, 3701 Carling Avenue, Ottawa, Ontario, K2H 8S2

Contract No.
9F030-150993Project No.
CSA15-G1

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		
Commercial General Liability Umbrella/Excess Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$5,000,000	\$10,000,000	\$5,000,000
				\$	\$	\$
Builder's Risk / Installation Floater				\$ = contract value		

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

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

Telephone number

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE

Page 2 of 2

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

(This report is not required at bid deposit)

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)

ANNEX C - LISTING OF SUBCONTRACTORS

- 1) In accordance with 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			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			