



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

## INVITATION TO TENDER

## APPEL D'OFFRES

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

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

### Soumission aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

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

### Issuing Office - Bureau de distribution

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

<b>Title - Sujet</b> Parry Sound Base, HVAC upgrade main	
<b>Solicitation No. - N° de l'invitation</b> EQ754-171445/A	<b>Date</b> 2016-10-12
<b>Client Reference No. - N° de référence du client</b> R.064667.001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWL-039-2224
<b>File No. - N° de dossier</b> PWL-6-39094 (039)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-10-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hassell, Bob	<b>Buyer Id - Id de l'acheteur</b> pwl039
<b>Telephone No. - N° de téléphone</b> (416) 590-8270 ( )	<b>FAX No. - N° de FAX</b> (416) 512-5862
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC, Ontario Region 4900 Yonge Street Toronto, ON M2N 6A6	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## INVITATION TO TENDER

### IMPORTANT NOTICE TO BIDDERS

#### TWO-ENVELOPE BID

This Bid shall be submitted following a “two-envelope” procedure. Refer to SI05 of the Special Instructions to Bidders.

#### SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI14.

#### 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 D 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>

#### ADDITION OF PERFORMANCE EVALUATION-CONTRACT

Take note of the additional paragraph to be included in clause R2810D identified in SC04.

#### ADDITION OF TERMINOLOGY

Take note of the additional paragraph to be included in clause R2810D identified in SC05.

#### INDUSTRIAL SECURITY RELATED REQUIREMENTS

.At bid closing, the Bidder must hold a valid Security Clearance as indicated in section SC01 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, SI13.

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

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

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

- GI01 Integrity Provisions - Bid
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## **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 seven (7) 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**

An Optional site visit will be held on October 20, 2016 at 10:00AM Bidders are strongly encouraged to attend the site visit. Interested contractors who wish to attend are required to give notice in writing with names of attendants. Please contact the Contracting Officer, Bob Hassell at (416)-590-8270 and email [bob.hassell@pwgsc.gc.ca](mailto:bob.hassell@pwgsc.gc.ca) to confirm attendance. Bidders are to meet at the site, Parry Sound Canadian Coast Guard Base, 28 Waubeek St, Parry Sound, On P2A 2W9.

Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **SI05 SUBMISSION OF BID**

Section GI09 of R2710T is replaced by the following:

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

## **SI06 REVISION OF BID**

Paragraphs 1 and 3 of GI10 of R2710T are replaced by the following;

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

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

## **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.
- c. 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 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.

## **SI13 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC01 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 SC01 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](#)

## **SI14 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE**

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

If you accept fill out and sign (Appendix 3)

\* 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.

## SI15 WEB SITES

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

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>

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

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

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

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

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

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

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

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

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

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

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

Declaration Form

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

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENTS SAFEGUARDING

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

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 Works and Government Services Canada (PWGSC).
2. Until the security screening of the Sub-Contractor personnel required by this Sub-Contract has been completed satisfactorily by CISD, PWGSC, the Sub-Contractor personnel **MAY NOT HAVE ACCESS** to **(CLASSIFIED/PROTECTED)** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
3. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. 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).

#### **Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work or document safeguarding, for the addresses indicated in Appendix 2

### SC02 LIMITATION OF LIABILITY

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

#### GC1.6 Indemnification by the Contractor

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

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

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

### **SC03 INSURANCE TERMS**

#### **1) Insurance Contracts**

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

#### **2) Period of Insurance**

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

#### **3) Proof of Insurance**

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### **4) Insurance Proceeds**

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

#### **5) Deductible**

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

## SC04 PERFORMANCE EVALUATION-CONTRACT

R2810D General Condition is modified to include the following GC1.22.

1. Contractors shall take note that the performance of the Contractor during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria:
  - a. quality of workmanship
  - b. time
  - c. project management
  - d. contract management
  - e. health and safety
2. A weighting factor of 20 points will be assigned to each of the five criteria as follows:
  - a. unacceptable: 0 to 5 points
  - b. not satisfactory: 6 to 10 points
  - c. satisfactory: 11 to 16 points
  - d. superior: 17 to 20 points
3. The consequences resulting from the performance evaluation are as follows:
  - a. For an overall rating of 85% or higher, a congratulation letter is sent to the Contractor.
  - b. For an overall rating of between 51% and 84%, a standard, meets expectations letter, is sent to the Contractor.
  - c. For an overall rating of between 30% and 50%, a warning letter is sent to the Contractor indicating that if, within the next two (2) years, they receive 50% or less on another evaluation, the firm may be suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
  - d. For an overall rating of less than 30%, a suspension letter is sent to the Contractor indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
  - e. For a rating of 5 points or less on any one criterion, a suspension letter is sent to the Contractor indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

The form PWGSC-TPSGC 2913, Select - Contractor Performance Evaluation Report (CPERF), is used to record the performance.

## SC05 INTERPRETATION

R2810D General Condition GC1.1.2 Terminology is modified to include the following,

“Architectural and Engineering Services ”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services ”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services ”:

means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability,

repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

## 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

Project: R.064667.001  
Title: Parry Sound Base – HVAC Upgrade Main Building  
Location: Parry Sound, On

### 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

\$ \_\_\_\_\_ excluding applicable tax(es).  
(amount in numbers)

### BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of 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 24 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.tpsqc-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 single 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.

## APPENDIX 2 – REQUIREMENTS FOR DOCUMENT SAFEGUARDING LOCATION FORM

**Provide the address of proposed location(s) of work performance or document safeguarding as indicated in Supplementary Clauses (SC01).**

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

Note to contractor, use additional locations as required:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

## APPENDIX 3 - 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 C*

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

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

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

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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## APPENDIX 4 - QUALIFICATION FORM

### APPENDIX 2 - QUALIFICATIONS FORM

#### MANDATORY QUALIFICATIONS AND SUBMISSIONS

1. Each Bidder must meet the following criteria:
  - Been in business and provided services during the past of five (5) years.
  - Completed two (2) similar projects in the role of General Contractor within the past five (5) years. A similar project is defined as the installation of HVAC systems at a commercial or institutional site successfully completed by the Contractor. The similar project may be either a new construction installation or a system upgrade at an existing facility.
2. The Mechanical Contractor specified to work on this solicitation must meet the following criteria:
  - Five (5) years of experience.
  - Demonstrated experience with boiler replacement/installation and air handling unit replacement/installation within the past five (5) years. Provide one example of each.
  - Completed a minimum of two (2) commercial renovation projects within the past five (5) years which had a Mechanical construction cost of \$400,000 or more.
3. The Roof Contractor specified to work on this solicitation must meet the following criteria:
  - Three (3) years of experience.
  - Completed one (1) project of bituminous membrane roofing type within the last two (2) years. The project must be similar in size and scope as per the solicitation where the surface area of the roofing must be 100 square metres or greater.
4. Each Bidder must provide with their bid, information demonstrating that they meet the above criteria (1, 2 & 3). Bidders must complete the forms included herein or a facsimile that includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS"
  - Form No. 1a - Contractor's Information
  - Form No. 1b - Previous HVAC Projects (2 projects)
  - Form No. 2a - Previous HVAC Project - Boiler replacements / installations
  - Form No. 2b - Previous HVAC Project - Air handling unit replacements / installations
  - Form No. 2c - Previous HVAC Projects - Commercial Renovation (2 projects)
  - Form No. 2d - Mechanical Contractor's Experience
  - Form No. 3a - Previous Roofing Project (1 project)
  - Form No. 3b - Roof Contractor's Experience

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

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 1a GENERAL CONTRACTOR'S INFORMATION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Title: \_\_\_\_\_

Firms' Main Field of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Years of Experience: \_\_\_\_\_

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

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**APPENDIX 2 - QUALIFICATIONS FORM**  
**FORM No. 1b**  
**GENERAL CONTRACTOR - PREVIOUS HVAC PROJECTS**

**PROJECT ONE**

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of Project: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
*Signature, Name, Title*

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 1b GENERAL CONTRACTOR - PREVIOUS HVAC PROJECTS

#### PROJECT TWO

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of Project: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
*Signature, Name, Title*

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 2a MECHANICAL CONTRACTOR - PREVIOUS HVAC PROJECT

#### BOILER REPLACEMENT / INSTALLATION

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of Project: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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



## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 2b MECHANICAL CONTRACTOR – PREVIOUS HVAC PROJECT

#### AIR HANDLING UNIT REPLACEMENT / INSTALLATION

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of Project: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 2c MECHANICAL CONTRACTOR – PREVIOUS HVAC PROJECTS

#### COMMERCIAL RENOVATION – PROJECT ONE

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of Project: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 2c MECHANICAL CONTRACTOR – PREVIOUS HVAC PROJECTS COMMERCIAL RENOVATION – PROJECT TWO

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of Project: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 2d

#### MECHANICAL CONTRACTOR'S EXPERIENCE

(Please print copies for as many mechanical contractors as you have.)

#### 2. Demonstrate Mechanical Contractor's individual experience as follows:

The Mechanical Contractor, specified to work on this solicitation, MUST demonstrate following criteria:

- Five (5) years of experience.
- Demonstrated experience with boiler replacement/installation and air handling unit replacement/installation within the past five (5) years. Provide one example of each.
- Completed a minimum of two (2) commercial renovation projects within the past five (5) years which had a Mechanical construction cost of \$400,000 or more.

For each Mechanical Contractor, the Contractor MUST complete the 'Mechanical Contractor Information' section.

#### Mechanical Contractor Information (Please print and attach more copies if required.)

Contractor's Name: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_

Size of the Projects: \_\_\_\_\_

Project Client: \_\_\_\_\_

Contact Information: Name: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Was the HVAC project completed in the last five (5) years? Yes (\_\_\_) No (\_\_\_)

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

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 3a ROOF CONTRACTOR – PREVIOUS ROOFING PROJECT

#### BITUMINOUS MEMBRANE ROOFING TYPE

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

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work(TPO): \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Size of the Project:  
(surface area of the roof) \_\_\_\_\_ Square Metres

Final Value of all Work: \_\_\_\_\_

Name of Project Architect or Engineer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

## APPENDIX 2 - QUALIFICATIONS FORM

### FORM No. 3b ROOF CONTRACTOR EXPERIENCE

(Please print copies for as many roofers as you have.)

#### 3. Demonstrate Roof Contractor individual experience as follows:

- Three (3) years of experience.
- Completed one (1) project of bituminous membrane roofing type within the last two (2) years. The project must be similar in size and scope as per the solicitation where the surface area of the roofing must be 100 square metres or greater.

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

#### Roof Contractor Information (Please print and attach more copies if required.)

Roofer's Name: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

Size of the Project:  
(surface area of the roof) \_\_\_\_\_ Square Metres

Project Client: \_\_\_\_\_

Contact Information: Name: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Was the roof installation for this project completed in the last two (2) years? Yes (\_\_\_) No (\_\_\_)

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

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**

SEE BUYANDSELL FOR ATTACHMENT

Solicitation No. - N° de l'invitation  
EQ754-171445/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl039

Client Ref. No. - N° de réf. du client  
R.064667.004

File No. - N° du dossier  
PWL-6-39094

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX B - CERTIFICATE OF INSURANCE** (Not required at solicitation closing)

SEE BUYANDSELL FOR ATTACHMENT



## **ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

(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 D - 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			