

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet RISO - Carpentry SOA	
Solicitation No. - N° de l'invitation EZ899-171759/A	Date 2016-11-22
Client Reference No. - N° de référence du client	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-020-7913
File No. - N° de dossier PWY-6-39189 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-21	Time Zone Fuseau horaire Pacific Standard Time PST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Ly, Ronny(PWY)	Buyer Id - Id de l'acheteur pwy020
Telephone No. - N° de téléphone (604)666-0043 ()	FAX No. - N° de FAX (604)775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC - Construction Services SOA - Carpentry	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI10.

INTEGRITY PROVISIONS – OFFER

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

LISTING of SUBCONTRACTORS

As per GI06 you should provide using Annex C at Offer 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 SC02.

ADDITION OF TERMINOLOGY

Take note of the additional paragraph to be included in clause R2810D identified in SC03.

TABLE OF CONTENTS

GENERAL INSTRUCTIONS to OFFERORS - CONSTRUCTION SERVICES (GI)

GI01	Integrity Provisions - Offer
GI02	Completion of Offer
GI03	Identity or Legal Capacity of the Offeror
GI04	Applicable Taxes
GI05	Capital Development and Redevelopment Charges
GI06	Listing of Subcontractors and Suppliers
GI07	Submission of Offer
GI08	Revision of Offer
GI09	Rejection of Offer
GI10	Offer Costs
GI11	Procurement Business Number
GI12	Compliance with Applicable Laws
GI13	Approval of Alternative Materials
GI14	Performance Evaluation
GI15	Conflict of Interest-Unfair Advantage
GI16	Code of Conduct for Procurement – Offer

SPECIAL INSTRUCTIONS TO OFFERORS (SI)

SI01	Introduction
SI02	Offer documents
SI03	Enquiries during the Solicitation Period
SI04	Contracting authority / Departmental representative
SI05	Quantity
SI06	PWGSC obligations
SI07	Site Visit
SI08	Revision of Offer
SI09	Offer Validity Period
SI10	Public Works and Government Services Canada Apprentice Procurement Initiative
SI11	Web Sites

STANDING OFFER PARTICULARS (SOP)

SOP01	General
SOP02	Period of the Standing Offer
SOP03	Call-Up Limitation
SOP04	Call-Up Procedure
SOP05	Standing Offer Responsibles

SUPPLEMENTARY CONDITIONS (SC)

SC01	Insurance Terms
SC02	Performance Evaluation-Contract
SC03	Interpretation

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

APPENDIX 1	INTEGRITY PROVISIONS – LIST OF NAMES
APPENDIX 2	STATEMENT OF WORK
APPENDIX 3	SUBMISSION REQUIREMENTS AND EVALUATION (SRE)
APPENDIX 4	DECLARATION/CERTIFICATION FORM
APPENDIX 5	PRICE PROPOSAL FORM
APPENDIX 6	PERIODIC REPORTS
APPENDIX 7	VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

ANNEX A CERTIFICATE OF INSURANCE

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pwpy020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX B
ANNEX C

VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT
LISTING OF SUBCONTRACTORS

GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
 - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
 - a. it has read and understands the *Ineligibility and Suspension Policy*;
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;

- b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by
 - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

GI03 (2015-02-25) Identity or legal capacity of the Offeror

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 (2015-02-25) Applicable Taxes

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 (2015-02-25) Capital development and redevelopment charges

For the purposes of GC1.8, of R2810T "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 (2015-02-25) Listing of Subcontractors and Suppliers

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 (2014-03-01) Submission of offer

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
 - a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
 - a. Solicitation Number;
 - b. Name of Offeror;
 - c. Return address; and
 - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 (2010-01-11) Revision of offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to a offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or

- ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2015-02-25) Offer costs

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 (2015-02-25) Procurement Business Number

Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information system on the Contracts Canada Web site. For non-Internet registration, Offerors may contact the nearest Supplier Registration Agent.

GI12 (2013-04-25) Compliance with applicable laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

GI13 (2015-02-25) Approval of alternative materials

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 (2010-01-11) Performance evaluation

1. Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's offering privileges on future work may be suspended indefinitely.
2. The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

GI15 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI16 (2016-04-04) Code of Conduct for Procurement—offer

The Code of Conduct for Procurement provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement may render the offer non-responsive.

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to two (2) Standing Offers, each for a period of one (1) year with two (2) options to extend the Standing Offer for an additional consecutive twelve (12) month period. The total dollar value of all Standing Offers is estimated to be \$2,100,000.00 (GST included). Individual call-ups will vary, up to a maximum of \$85,000.00 (GST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

1. The following are the offer documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Offerors;
 - c. General Instructions to Offeror's- Construction Services
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than (5) calendar days prior to the date set or 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 Offerors 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 offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:
Ronny Ly, Supply Specialist
Public Works and Government Services Canada
219 – 800 Burrard Street
Vancouver, B.C. V6Z 0B9
Phone: (604) 318-5750
Fax: (604) 775-6633
Email: ronny.ly@pwgsc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI05 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI06 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI07 SITE VISIT

N/A

SI08 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (604) 775-9381.

SI09 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (120) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

SI10 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors offering 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. 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. 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 7) 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 7.

If you accept fill out and sign APPENDIX 7

** The journey person-apprentice ratio is defined as the number of qualified/certified journey persons 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.*

SI11 WEB SITES

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

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>

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

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

PWGSC, Code of Conduct and Certifications

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pwpy020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

<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>

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for one (1) year commencing from the start date identified on the Standing Offer.

The Contractor hereby grants to Canada two (2) irrevocable option to extend the term of the Standing Offer each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Standing Offer. It is to be noted that Canada is not obliged to exercise the option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$85,000 (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all all-ups assigned to each offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; 60% of the business for the top ranked offeror, 40% for the 2nd ranked offeror.

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other offerors will be selected for the next call-up.

- b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Departmental Representative to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name : Ronny Ly

Title : Supply Specialist

Department: Public Works and Government Services Canada

Telephone : 604-318-5750

e-mail : ronny.ly@pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

The selected contractor for the standing offer is :

Name : _____

Contact : _____

Address : _____

Telephone : ____ - ____ - _____

e-mail : _____

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 and be maintained throughout the duration of the standing offer period.
- (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 offer, 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.

SC02 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.

SC03 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.

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses

GC1 General Provisions – Construction Services	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	R2550D	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	R2884D	(2016-01-28);
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 offer 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 offer; 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>

3. The language of the contract documents is the language of the Price Proposal Form submitted.

APPENDIX 1 INTEGRITY PROVISIONS – LIST OF NAMES

*(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 offerors, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- offerors that are corporate entities, including those offering 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;
- offerors offering as sole proprietors, including sole proprietors offering as joint ventures, must provide a complete list of the names of all owners; or
- offerors 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 offers is completed, or has not been received in a procurement process or real property transaction where no offer will be submitted, the contracting authority will inform the offeror 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 an offer non-responsive, or the offeror otherwise disqualified for award of a contract or real property agreement.

Solicitation No. - N° de l'invitation

EZ899-171759/A

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

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

pwpy020

CCC No./N° CCC - FMS No./N° VME

APPENDIX 2 STATEMENT OF WORK



Statement of Work

Construction Services – Carpentry

Standing Offer

Miscellaneous Works & Urgent Repairs

CORRECTIONAL SERVICE CANADA

Mission Medium Institution, Mission BC

Mission Minimum Institution, Mission BC

Mountain Institution, Agassiz BC

Kent Institution, Agassiz BC

Kwikwèxwelhp Healing Village, Harrison Mills BC

Matsqui Institution, Abbotsford BC

Pacific Institution, Abbotsford BC

Fraser Valley Institution, Abbotsford BC

Chilliwack Community Corrections Centre, Chilliwack BC

Table of Contents

I	WORK DESCRIPTION	4
1.1	TERMS OF REFERENCE	4
1.2	GENERAL INFORMATION	5
1.3	BACKGROUND INFORMATION EXISTING CONDITIONS	5
1.4	PROJECT DELIVERY APPROACH	6
1.5	SUMMARY OF SERVICES	7
1.6	EXISTING DOCUMENTATION	7
1.7	CODES, ACTS, STANDARDS, REGULATIONS	7
2	PROJECT ADMINISTRATION	8
2.1	GENERAL REQUIREMENTS	8
2.2	COMMUNICATIONS AND MEETINGS	8
2.3	ROLES AND RESPONSIBILITIES	9
3	REQUIRED SERVICES	9
3.1	SUMMARY OF CONSTRUCTION WORK	9
4	SECURITY REQUIREMENTS	11
4.1	PURPOSE	11
4.2	DEFINITIONS	11
4.3	PRELIMINARY PROCEEDINGS	12
4.4	CONSTRUCTION EMPLOYEES	12
4.5	VEHICLES	13
4.6	PARKING	13
4.7	SHIPMENTS	13
4.8	TELEPHONES	13
4.9	WORK HOURS	14
4.10	OVERTIME WORK	14
4.11	TOOLS AND EQUIPMENT	14
4.12	KEYS	15
4.13	SECURITY HARDWARE	15
4.14	PRESCRIPTION DRUGS	15
4.15	SMOKING RESTRICTIONS	16
4.16	CONTRABAND	16
4.17	SEARCHES	16
4.18	ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY	16
4.19	MOVEMENT OF VEHICLES	17
4.20	MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY	17
4.21	SURVEILLANCE AND INSPECTION	18
4.22	STOPPAGE OF WORK	18
4.23	CONTACT WITH INMATES	18
4.24	COMPLETION OF CONSTRUCTION PROJECT	18
5	SUMMARY OF HEALTH AND SAFETY	19
5.1	REFERENCES	19
5.2	WORKERS' COMPENSATION BOARD COVERAGE	19
5.3	COMPLIANCE WITH REGULATIONS	20
5.4	SUBMITTALS	20
5.5	RESPONSIBILITY	21
5.6	HEALTH AND SAFETY COORDINATOR	21
5.7	GENERAL CONDITIONS	21
5.8	UTILITY CLEARANCES	21
5.9	PROJECT/SITE CONDITIONS	22
5.10	REGULATORY REQUIREMENTS	22

5.11	FILING OF NOTICE	22
5.12	HEALTH AND SAFETY PLAN	23
5.13	EMERGENCY PROCEDURES	24
5.14	HAZARDOUS PRODUCTS	24
5.15	ELECTRICAL SAFETY REQUIREMENTS	25
5.16	ELECTRICAL LOCKOUT	25
5.17	OVERLOADING	25
5.18	FALSEWORK	25
5.19	SCAFFOLDING	25
5.20	CONFINED SPACES	25
5.21	RESTRICTED ACCESS	26
5.22	CONFINED SPACE AND RESTRICTED SPACE OUTSIDE OF DEFINED WORK SITE	26
5.23	POWDER-ACTUATED DEVICES	26
5.24	FIRE SAFETY AND HOT WORK	26
5.25	FIRE SAFETY REQUIREMENTS	26
5.26	FIRE PROTECTION AND ALARM SYSTEM	27
5.27	UNFORESEEN HAZARDS	27
5.28	POSTED DOCUMENTS	27
5.29	MEETINGS	28
5.30	CORRECTION OF NON-COMPLIANCE	28

I WORK DESCRIPTION

I.1 TERMS OF REFERENCE

I.1.1 PURPOSE

- .1 The purpose of the Carpentry Contractor Standing Offer is for low dollar construction, O&M – related work and urgent repair work, as and when required, at the following Correctional Service Canada Institutions;
 - .1 Mission Medium Institution, Mission BC
 - .2 Mission Minimum Institution, Mission BC
 - .3 Mountain Institution, Agassiz BC
 - .4 Kent Institution, Agassiz BC
 - .5 Kwikwèxwelhp Healing Village, Harrison Mills BC
 - .6 Matsqui Institution, Abbotsford BC
 - .7 Pacific Institution, Abbotsford BC
 - .8 Fraser Valley Institution, Abbotsford BC
 - .9 Chilliwack Community Corrections Centre, Chilliwack BC
- .2 The Statement of Work (SOW) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) scope; procedures and services.

I.1.2 THE PWGSC GENERAL CONDITIONS (GC)

- .1 The Statement of Work (SOW) document must be used in conjunction with the General Conditions (GC) document, as the two documents are complimentary.
- .2 The SOW describes Work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the GC override the SOW Document.

I.1.3 TERMINOLOGY

- .1 The following definitions for Terminology are:
 - .1 Quality Assurance Review: a review conducted by Public Works and Government Services Canada (PWGSC). The Quality Assurance review by PWGSC does not relieve the Contractor of responsibilities for completeness of Work.
 - .2 Prime Contractor: as defined by British Columbia's Occupational Health and Safety Act.
 - .3 Departmental Representative: The PWGSC project manager identified as Canada's representative for the contract.

I.2 GENERAL INFORMATION

I.2.1 PROJECT INFORMATION

Project Information	
Project Title:	Carpentry Services
Project Location:	.1 Mission Medium Institution, Mission BC .2 Mission Minimum Institution, Mission BC .3 Mountain Institution, Agassiz BC .4 Kent Institution, Agassiz BC .5 Kwikwèxwelhp Healing Village, Harrison Mills BC .6 Matsqui Institution, Abbotsford BC .7 Pacific Institution, Abbotsford BC .8 Fraser Valley Institution, Abbotsford BC .9 Chilliwack Community Corrections Centre, Chilliwack BC
User Department:	Correctional Service Canada
Client Representative:	PWGSC Departmental Representative

I.2.2 DEPARTMENTAL REPRESENTATIVES

Department	Departmental Representative
PWGSC Project Manager:	to be determined at time of SOA Call-up

I.2.3 USER DEPARTMENT

- .1 The User Department referred to throughout the SOW is Correctional Service Canada (CSC)

I.3 BACKGROUND INFORMATION EXISTING CONDITIONS

I.3.1 AREA OF USE / RESPONSIBILITY

- .1 Use of this Standing Offer Agreement (SOA) is for CSC Institutions in the following areas of the Pacific Region of Canada.
 - .1 Mission Medium Institution, Mission BC
 - .2 Mission Minimum Institution, Mission BC
 - .3 Mountain Institution, Agassiz BC
 - .4 Kent Institution, Agassiz BC
 - .5 Kwikwèxwelhp Healing Village, Harrison Mills BC
 - .6 Matsqui Institution, Abbotsford BC
 - .7 Pacific Institution, Abbotsford BC
 - .8 Fraser Valley Institution, Abbotsford BC
 - .9 Chilliwack Community Corrections Centre, Chilliwack BC
- .2 Each of the CSC Institutions has specific security levels: minimum, medium or maximum.
- .3 Use of the SOA by PWGSC will be activated by a Call Up.
- .4 In all cases the Departmental Representative for the Call up will appear on the Call Up document.

I.3.2 NEED

- .1 CSC has a requirement for PWGSC, to respond, to numerous, small maintenance-related construction work, in a timely fashion.
- .2 CSC has a requirement for PWGSC to address urgent repair issues.
- .3 CSC has a requirement for the PWGSC to have pre-cleared Contractors for such work.

I.3.3 INSTITUTIONAL SECURITY

- .1 The Contractor is required to obtain security clearances and comply with all CSC security requirements. This applies to the contractors' personnel as well as any sub-Contractors visiting the Work site for any reason.
 - .1 Personnel must ensure that they have received clearance to attend the Institution(s) outlined in this SOA.
 - .2 Failure to comply with this requirement will result in denial of access to the site.
- .2 All site visits must be arranged through the Departmental Representative.

I.3.4 CONSTRAINTS AND CHALLENGES

- .1 The Contractor will be required to become familiar with the Work site and obtain local information as required.
- .2 All Work must be based upon the CSC Technical Criteria and related Standards, where applicable. This document will be made available through the Departmental Representative on a Work specific basis, as required.
- .3 Construction on the Work site will be performed during the normal hours of operation of the institution. Work phasing must be planned to ensure that disruption to the daily operation of the institution is kept to a minimum. Work may be conducted after normal working hours or on weekends, if required.
- .4 Work, and all associated emissions, must be kept under control during all phases of the Work. When relevant to the Work, a Hazardous Material Survey Report will be made available to the contractor.
- .5 Each of the CSC Institution has a specific security level. The Contractor must become familiar with the security specifications contained herein.
- .6 The intent is for the Work to meet current National and Federal Codes, Standards and Guidelines.
- .7 The Contractor is to cooperate and coordinate with any other contractor on site.

I.4 PROJECT DELIVERY APPROACH

I.4.1 CONSTRUCTION PHASE

- .1 The SOA Call-up work is to be carried out based upon a fixed price quotation determined from the scope of Work.
- .2 Plans and Specifications, provided at the time of the SOA Call-up, will be the standard source of contract information outlining more complex Work.
- .3 In the case of less complex Work the SOA Call-up scope may be described by sketch and/or narration.
- .4 Work may be conducted when the facility is fully occupied. Inmate access to the Work site will be restricted.
- .5 The Contractor shall ensure full co-ordination of the work of all Sub-Contractors.
- .6 Upon completion of the Work, and as requested in the SOA Call-up, the Contractor is to prepare and submit to the Departmental Representative as-built drawings.

I.5 SUMMARY OF SERVICES

I.5.1 CONTEXT

- .1 The Contractor will be assigned the duties and responsibility of Prime Contractor when the contractor is the sole contractor on the work site.
- .2 The Contractor may be required to provide a full construction team as outlined in Section 3 Required Services and supplemented by the SOA Call-up documents.
- .3 All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.
- .4 The work force may be augmented by general labourers.

I.6 EXISTING DOCUMENTATION

I.6.1 DOCUMENTS AVAILABLE FOR THE SUCCESSFUL CONTRACTOR

- .1 Copies of all Work specific documentation will be made available to the Contractor at the time of the SOA Call-up.
- .2 Limited as-built drawings and Operation & Maintenance Manuals are available on the Work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained.

I.6.2 DISCLAIMER

- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered, "As is" for the information of the Contractor.

I.7 CODES, ACTS, STANDARDS, REGULATIONS

I.7.1 GENERAL

- .1 The Work shall, unless otherwise specified, be constructed in a manner which:
 - .1 Is compliant with all applicable federal and provincial regulations and Codes.
- .2 Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
 - .1 The NRC National Building Code of Canada,
 - .2 The NRC National Fire Code of Canada,
 - .3 The NRC National Plumbing Code of Canada,
 - .4 The Canadian Electrical Code,
 - .5 Canada and Worksafe (BC) Occupational Health and Safety Regulations,
 - .6 Canada Labour Code (including latest revisions of all regulations)
 - .7 CSA S478-95 (R2007) Guideline on Durability in Buildings,
 - .8 Federal Fire Protection Standards,
 - .9 Treasury Board Fire Protection Standard,
 - .10 National Fire Protection Association (NFPA) standards,
 - .11 American Society for Testing and Materials (ASTM),
 - .12 American National Standards Institute (ANSI),
- .3 In the event of a conflict between Codes, the more stringent shall take precedence.

2 PROJECT ADMINISTRATION

2.1 GENERAL REQUIREMENTS

- .1 The Contractor shall comply with the Work specific requirements as identified in the SOA Call-up.

2.2 COMMUNICATIONS AND MEETINGS

2.2.1 COMMUNICATION

- .1 If any communication with the User Departments results in the need for any change to the scope of Work, quality, cost or schedule, the Contractor shall inform the Departmental Representative, and seek written direction, before taking any action. No change is to be actioned without written direction from the Departmental Representative.
- .2 Correspondence
 - .1 All correspondence from the Contractor shall be distributed to the Departmental Representative.
 - .2 There shall be no correspondence between CSC and the Contractor, unless directed by the Departmental Representative.
 - .3 The terms of the Work scope, budget or schedules must be authorized in writing by the Departmental Representative through an official Contract Amendment as defined in the General Conditions of this SOA.
 - .4 All correspondence must carry the Contract name, PWGSC / CSC Project title, PWGSC Project number, File number and date.

2.2.2 MEETINGS

- .1 The Departmental Representative will arrange meetings, as required, throughout the Work.
- .2 Meetings will be held on site, in the offices of the issuing representative.

2.2.3 WORK RESPONSE TIME

- .1 It is a requirement of all Work that the key personnel of the Contractor are personally available to attend meetings or respond to inquiries within half a working day.
- .2 During the Work, the Contractor's Key Personnel shall be:
 - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
 - .2 Able to respond to urgencies within one (1) hour, including those occurring during off-hours and on weekends/ holidays.
- .3 On occasion, there may be urgent, problem-solving meetings.
 - .1 The Contractor must be available to attend such meetings on the Work site within four (4) business hours.

2.3 ROLES AND RESPONSIBILITIES

2.3.1 CONTRACTOR

- .1 The “Contractor’s Team” must be eligible and registered to work in the province of British Columbia. The Contractor’s Team is composed of the Contractor and designated employees along with Sub-Contractors and their designated employees.
- .2 The Contractor and Sub-Contractors must perform the Work to a professional standard as outlined in the SOA and SOA Call-up.
- .3 The Contractor shall:
 - .1 During the construction phases:
 - .1 Participate in construction meetings,
 - .2 Ensure sub-Contractors attend required meetings.
 - .3 Attend site inspection meetings.

2.3.2 THE PWGSC TEAM

- .1 Pertaining to PWGSC Issued Call Ups
 - .1 The PWGSC Project Manager is the Departmental Representative and is responsible for conveying all User Department requirements to the Contractor.
 - .2 The Departmental Representative will schedule, record and distribute the record of decisions for all meetings.
 - .3 The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PWGSC, the Consultant, the Contractor and User Department stakeholders.

2.3.3 USER DEPARTMENT

- .1 The CSC Project Contact is responsible for communicating the interests of the CSC, in collaboration with the Departmental Representative.
 - .1 Unless directed otherwise, all communication with the CSC is through the Departmental Representative.
 - .2 See Part 2.2.1 above.
- .2 CSC is responsible for the resolution of all security issues.

3 REQUIRED SERVICES

3.1 SUMMARY OF CONSTRUCTION WORK

3.1.1 PRE-CONSTRUCTION REPORT

- .1 Undertake a pre-construction report to determine the following;
 - .1 Material take-off.
 - .2 Construction quote.
 - .1 The construction quote is not to include Project Management fees, Consultant fees, Risk Allowance, Escalation or GST and is in ‘Budget-Year (Current)’ dollars.
 - .2 The construction quote is to include Labour, Material, Plant and Overhead & Profit
 - .3 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

3.1.2 LIST OF REQUIRED CONTRACTOR RESOURCES AND PLANT. CONSTRUCTION SERVICES

- .1 Contractor is to provide all plant, labour, equipment and material to complete assigned Work.
- .2 The services to be provided by the Contractor will be defined in the SOA Call-up. Services may include, but shall not be limited to, the following:
 - .1 Prepare, Review and Submit for review of all required Shop Drawings.
 - .2 Prime Contractor duties, including responsibilities defined by the *Occupational Health and Safety Act*.
 - .3 Selective demolition.
 - .4 Waste sorting.
 - .5 Waste recycling or disposal at the end of each work day.
 - .6 Framing.
 - .7 Carpentry.
 - .8 Concrete finishing.
 - .9 Roofing.
 - .10 Insulating and Sealing.
 - .11 Painting.
 - .12 Decorating
 - .13 Floor covering installation.
 - .14 Tile setting.
 - .15 Cabinet making and installation.
 - .16 Glazing installation.
 - .17 Gypsum and Acoustic Ceiling installation.
 - .18 Cladding.
 - .19 Water Proofing.

3.1.3 IN ADDITION, CONTRACTOR IS RESPONSIBLE FOR:

- .1 Repair to any existing conditions that may be damaged during the Work.
- .2 Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the Work.
- .3 Preparation and submission of maintenance manuals to the Departmental Representative upon completion of the Work.
- .4 Daily Work-Site Clean-up and final Work Clean-up.
- .5 Other related duties as defined in the SOA Call-up.

4 SECURITY REQUIREMENTS

4.1 PURPOSE

- .1 To ensure that both the construction project and the institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

4.2 DEFINITIONS

- .1 "Contraband" means:
 - .1 an intoxicant, including alcoholic beverages, drugs and narcotics
 - .2 a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
 - .3 an explosive or a bomb or a component thereof,
 - .4 currency over any applicable prescribed limit, \$25.00, and
 - .5 any item not described in paragraphs 1 to 4 that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization.
- .2 "Unauthorized smoking and related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette making machines, matches and lighters
- .3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
- .4 "CSC" means Correctional Service Canada.
- .5 "Director" means Director or Warden of the Institution as applicable or their representative.
- .6 "Construction employees" means persons working for the general contractor, the sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.
- .7 "Departmental Representative" means the Public Works and Government Services Canada representative defined in General Conditions.
- .8 "Perimeter" means the fenced or walled area of the institution that restrains the movement of the inmates.
- .9 "Construction zone" means area, as indicated in the contract documents, that the contractor will be allowed to work". This area may or may not be isolated from the security area of the institution. Limits to be confirmed at construction start-up meeting.

4.3 PRELIMINARY PROCEEDINGS

- .1 At construction start-up meeting:
 - .1 Discuss the nature and extent of all activities involved in the Project.
 - .2 Establish mutually acceptable security procedures in accordance with this instruction and the institution's particular requirements.
- .2 The contractors's responsibilities:
 - .1 Ensure that all construction employees are aware of the CSC security requirements.
 - .2 Ensure that a copy of the CSC security requirements is always prominently on display at the job site.
- .3 Co-operate with institutional personnel in ensuring that security requirements are observed by all construction employees.

4.4 CONSTRUCTION EMPLOYEES

- .1 Submit to the Departmental Representative a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee.
- .2 Allow 10 working days for processing of security clearances. Employees will not be admitted to the Institution without a valid security clearance in place and a recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC institutions are not valid at this institution except as approved otherwise.
- .3 The Director may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the institution or in an electronic database for identification purposes. The Director may require that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the institution and shall be displayed prominently on the construction employees clothing at all time while employees are at the institution.
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
 - .1 appear to be under the influence of alcohol, drugs or narcotics.
 - .2 behave in an unusual or disorderly manner.
 - .3 are in possession of contraband.

4.5 VEHICLES

- .1 All unattended vehicles on CSC property must have windows closed; fuel caps locked, doors and trunks locked and keys removed. The keys must be securely in the possession of the owner or an employee of the company that owns the vehicle.
- .2 The director may limit at any time the number and type of vehicles allowed within the Institution.
- .3 Drivers of delivery vehicles for material required by the project will require security clearances and must remain with their vehicle the entire time that the vehicle is in the Institution. The director may require that these vehicles be escorted by Institutional staff or PWGSC Construction Escorts while in the Institution.
- .4 If the Director permits trailers to be left inside the secure perimeter of the Institution, the trailer doors must be locked at all times. All windows must be securely locked bars when left unoccupied. Cover all windows with expanded metal mesh. When not in use lock all storage trailers located inside and outside the perimeter. All storage trailers inside and outside the perimeter must be locked when not in use.

4.6 PARKING

- .1 The parking area(s) to be used by construction employees will be designated by the Director. Parking in other locations will be prohibited and vehicles may be subject to removal.

4.7 SHIPMENTS

- .1 To avoid confusion with the institution's own shipments, address all shipments of project material, equipment and tools in the Contractor's name and have a representative on site to receive any deliveries or shipments. CSC or PWGSC staff will NOT accept receipt of deliveries or shipments of any material equipment or tools for the contractor.

4.8 TELEPHONES

- .1 The installation of telephones, facsimile machines and computers with Internet connections is not permitted within the Institution perimeter unless prior approved by the Director.
- .2 The Director will ensure that approved telephones, facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, Blackberries, PDAs, telephone used as 2-way radios are not permitted within the Institution unless approved by the Director. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.
- .4 The Director may approve but limit the use of 2-way radios.

4.9 WORK HOURS

- .1 Work hours within the Institution are: (typically 700 TO 1900), but may vary from institution to institution, Monday through Friday except for holidays.
- .2 Work is not permitted during weekends and statutory holidays without the permission of the Director. A minimum of seven days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waived by the Director.

4.10 OVERTIME WORK

- .1 Provide 48 hours advance notice to Director for all work to be performed after normal working hours of the Institution. Notify Director immediately if emergency work is required, such as to complete a concrete pour or make the construction site safe and secure.

4.11 TOOLS AND EQUIPMENT

- .1 Maintain a complete list of all tools and equipment to be used during the construction project. Make this inventory available for inspection when required by the Institution.
- .2 Throughout the construction project maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power-driven and cartridge- driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all tool boxes when not in use. Keys to remain in the possession of the employees of the contractor. Secure and lock scaffolding when not erected and when erected Secure in a manner agreed upon with the Institution designate.
- .6 Report all missing or lost tools or equipment immediately to the Departmental Representative/Director.
- .7 The Director will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
 - .1 At the beginning and conclusion of every work day or shift upon entering and exiting the Institution.
 - .2 At any time when contractor is on Institution property.
- .8 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The contractor will be given at the beginning of the day, a quantity that will permit one day's

work. Used blades/cartridges will be returned to the Director's representative at the end of each day. Maintain up to date inventory of all used blades/cartridges.

- .9 If propane or natural gas is used for heating the construction, the institution will require that the contractor supervise the construction site during non-working hours.

4.12 KEYS

- .1 Security Hardware Keys.
 - .1 Arrange with the security hardware supplier/installer to have the keys for the security hardware to be delivered directly to Institution, specifically the Security Maintenance Officer (SMO).
 - .2 The SMO will provide a receipt to the Contractor for security hardware keys.
 - .3 Provide a copy of the receipt to the Departmental Representative.
- .2 Other Keys
 - .1 Use standard construction cylinders for locks for his use during the construction period.
 - .2 Issue instructions to employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
- .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
 - .1 Prepare an operational keying schedule
 - .2 Accept the operational keys and cylinders directly from the lock manufacturer.
 - .3 Arrange for removal and return of the construction cores and install the operational core in all locks.
- .4 Upon putting operational security keys into use, the PWGSC construction escort will obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his employees advising them that all security keys shall always remain with the PWGSC construction escort.

4.13 SECURITY HARDWARE

- .1 Turn over all removed security hardware to the Director of the Institution for disposal or for safekeeping until required for re-installation.

4.14 PRESCRIPTION DRUGS

- .1 Employees of the contractor who are required to take prescription drugs during the workday shall obtain approval of the Director to bring a one day supply only into the Institution.

4.15 SMOKING RESTRICTIONS

- .1 Smoking is not permitted inside correctional facilities or outdoors within the perimeter of a correctional facility and persons must not possess unauthorized smoking items within the perimeter of a correctional facility.
- .2 Persons in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist will be directed to leave the Institution.
- .3 Smoking is permitted outside the perimeter of a correctional facility in an area designated by the Director.

4.16 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.
- .3 Contractors should be vigilant with both their staff and the staff of their sub-contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of contractors, sub-contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

4.17 SEARCHES

- .1 All vehicles and persons entering institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

4.18 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY

- .1 Construction personnel and commercial vehicles will not be admitted to the institution after normal working hours, unless approved by the Director.

4.19 MOVEMENT OF VEHICLES

- .1 Construction vehicles are not to leave the Institution until an inmate count is completed. Escorted commercial vehicles will be allowed to enter or leave the institution through the vehicle access gate during the following hours:
 - .1 AM: 0745 hrs. to 1100 hrs.
 - .2 PM: 1300hrs. to 1530 hrs.
- .2 The contractor will advise the Director twenty four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or PWGSC construction escorts working under the authority of the Director.
- .4 Commercial vehicles will only be allowed access to institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .5 Vehicles will be refused access to institutional property if, in the opinion of the Director, they contain any article which may jeopardize the security of the institution. Arrange with Director for parking of contractor's vehicles at minimum security Institutions.
- .6 Private vehicles of construction employees will not be allowed within the security wall or fence of medium or maximum security institutions without the authorization of the Director.
- .7 With the approval of the Director, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Director may require that the equipment be secured with a chain and padlock to another solid object.

4.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the Director will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Director may:
 - .1 Prohibit or restrict access to any part of the institution.
 - .2 Require that in certain areas of the institution, either during the entire construction project or at certain intervals, construction employees only be allowed access when accompanied by a member of the CSC security staff or PWGSC Construction Escort Officer.
- .3 During the lunch and coffee/health breaks, all construction employees will remain within the construction site. Construction employees are not permitted to eat in the Institution cafeteria and dining room.

4.21 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction project.

4.22 STOPPAGE OF WORK

- .1 The director may request at any time that the contractor, his employees, sub-contractors and their employees not enter or leave the work site immediately due to a security situation occurring within the Institution. The contractor's site supervisor will note the name of the staff member giving the instruction, the time of the request and obey the order as quickly as possible.
- .2 The contractor shall advise the Departmental Representative of this interruption of the work within 24 hours.

4.23 CONTACT WITH INMATES

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any employee doing any of the above will be removed from the site and his security clearance revoked.
- .2 Digital cameras (or any other type) are not allowed on CSC property.
- .3 Notwithstanding the above paragraph, if the director approves of the use of cameras, it is strictly forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

4.24 COMPLETION OF CONSTRUCTION PROJECT

- .1 Upon completion of the construction project or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the Institution as part of the construction contract.

END OF SECTION

5 SUMMARY OF HEALTH AND SAFETY

5.1 REFERENCES

5.1.1 . GOVERNMENT OF CANADA.

- .1 Canada Labour Code - Part II
- .2 Canada Occupational Health and Safety Regulations.

5.1.2 NATIONAL BUILDING CODE OF CANADA (NBC):

- .1 Part 8, Safety Measures at Construction and Demolition Sites.

5.1.3 CANADIAN STANDARDS ASSOCIATION (CSA) AS AMENDED:

- .1 CSA Z797-2009 Code of Practice for Access Scaffold
- .2 CSA S269.1-1975 (R2003) Falsework for Construction Purposes
- .3 CSA S350-M1980 (R2003) Code of Practice for Safety in Demolition of Structure
- .4 CSA Z1006-10 – Management of Work In Confined Space

5.1.4 NATIONAL FIRE CODE OF CANADA 2010 (AS AMENDED)

- .1 Part 5 – Hazardous Processes and Operations and Division B as required.

5.1.5 AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI):

- .1 ANSI A10.3, Operations – Safety Requirements for
- .2 Powder-Actuated Fastening Systems.

5.1.6 PROVINCE OF BRITISH COLUMBIA:

- .1 Workers Compensation Act Part 3-Occupational Health and Safety.
- .2 Occupational Health and Safety Regulations

5.2 WORKERS' COMPENSATION BOARD COVERAGE

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract.

5.3 COMPLIANCE WITH REGULATIONS

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.
- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

5.4 SUBMITTALS

- .1 Submit to Departmental Representative submittals listed for review.
- .2 Work effected by submittal shall not proceed until review is complete.
- .3 Submit the following:
 - .1 Health and Safety Plan.
 - .2 Copies of reports or directions issued by federal and provincial health and safety inspectors.
 - .3 Copies of incident and accident reports.
 - .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.
 - .5 Copy of current construction safety manual including safe work procedures
 - .6 Emergency Procedures
- .4 The Departmental Representative will review the Contractor's Site Specific Project Health and Safety Plan and Emergency Procedures, and provide comments to the Contractor within 5 (five) days after receipt of the plan. Revise the plan as appropriate and resubmit to Departmental Representative.
- .5 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Departmental Representative.
- .6 Submission of the Health and Safety Plan, and any revised version, to the Departmental Representative is for information and reference purposes only. It shall not:
 - .1 Be construed to imply approval by the Departmental Representative.
 - .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
 - .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

5.5 RESPONSIBILITY

- .1 If one or more contractors are employed at the site, you may be requested to assume responsibility as the Prime Contractor for work under this contract and appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location in accordance with sections 118 and 119 of Part 3 of the Workers Compensation Act.
- .2 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .3 Comply with and enforce compliance by employees with safety requirements of Contract documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan, control personnel, and temporary lighting as required.

5.6 HEALTH AND SAFETY COORDINATOR

- .1 When required by Worksafe B.C. regulations the prime Contractor shall appoint a Health and Safety Coordinator who is a Registered Occupational Hygienist and shall:
 - .1 Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform work.
 - .2 Be responsible for implementing, daily enforcing, and monitoring the site-specific Health and Safety Plan.
 - .3 Be on site during execution of work.

5.7 GENERAL CONDITIONS

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
 - .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting, as required.
 - .2 Secure site after working hours in accordance with – Security Requirements.

5.8 UTILITY CLEARANCES

- .1 . The Contractor is solely responsible for all utility detection and clearances prior to starting the work
- .2 The Contractor will not rely solely upon the Reference Drawings or other information provided for utility locations.

5.9 PROJECT/SITE CONDITIONS

- .1 Work at site involves:
 - .1 Contract will involve working in areas where inmates may be present, who are under supervision by CSC staff. The contractor and all employees under their control shall Conform to– Security Requirements, Section 4.23 for Contact with Inmates and other security requirements pertaining to a CSC Institution.
 - .2 CSC (federal) operational staff.

5.10 REGULATORY REQUIREMENTS

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Departmental Representative will advise on the course of action to be followed.

5.11 FILING OF NOTICE

- .1 The Contractor/Prime Contractor is to complete and submit a Notice of Project (NOP) to the Provincial authorities. PWGSC requires a NOP to be filed for all work.
- .2 Provide copy of all NOP's to the Departmental Representative.

5.12 HEALTH AND SAFETY PLAN

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
- .2 Develop, implement, and enforce a Site Specific Project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
 - .1 Primary requirements:
 - .1 Contractor's safety policy.
 - .2 Identification of applicable compliance obligations.
 - .3 Definition of responsibilities for project safety/organization chart for project.
 - .4 General safety rules for project.
 - .5 Job-specific safe work, procedures.
 - .6 Inspection policy and procedures.
 - .7 Incident reporting and investigation policy and procedures
 - .8 Occupational Health and Safety Committee/Representative procedures.
 - .9 Occupational Health and Safety meetings.
 - .10 Occupational Health and Safety communication and record keeping procedures.
- .2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
- .3 List hazardous materials to be brought on site as required by work.
- .4 Indicate in writing engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
- .5 Identify personal protective equipment (PPE) to be used by workers.
- .6 Identify personnel and alternates responsible for site safety and health.
- .7 Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the Site Specific Health and Safety Plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- .4 Revise and update Site Specific Health and Safety Plan as required, and re-submit to the Departmental Representative.
- .5 Departmental Representative's review: the review of the contractors' Site Specific Safety Health and Safety Plan by Public Works and Government Services Canada (PWGSC) is for the sole purpose of ascertaining conformance with PWGSC's Construction Safety Directive and Construction Standards. PWGSC's review shall not relieve the Contractor of responsibility for errors or omissions in final Site Specific Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

5.13 EMERGENCY PROCEDURES

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
 - .1 Designated personnel from own company.
 - .2 Regulatory agencies applicable to work and as per legislated regulations.
 - .3 Local emergency resources.
 - .4 Departmental Representative.
- .2 Include the following provisions in the emergency procedures:
 - .1 Notify workers of the nature and location of the emergency.
 - .2 Evacuate all workers safely.
 - .3 Check and confirm the safe evacuation of all workers.
 - .4 Notify the fire department or other emergency responders.
 - .5 Notify adjacent workplaces which may be affected if the risk extends beyond the
 - .6 Notify Departmental Representative.
- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
 - .1 Work at high angles.
 - .2 Work in confined spaces or where there is a risk of entrapment.
 - .3 Work with hazardous substances.
 - .4 Underground work.
- .4 Design and mark emergency exit routes to provide quick and unimpeded exit.

5.14 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Departmental Representative and in accordance with the Canada Labour Code.

5.15 ELECTRICAL SAFETY REQUIREMENTS

- .1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.
 - .1 Before undertaking any work, coordinate required energizing and de-energizing of
- .2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.
- .3 Develop, implement and enforce a communication plan with Departmental representative and CSC maintenance staff for all electrical work and lockout procedures.

5.16 ELECTRICAL LOCKOUT

- .1 Develop, implement and enforce use of established procedures to provide electrical lockout and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.
- .2 Prepare the lockout procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Departmental Representative.
- .3 Keep the documents and lockout tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by Departmental Representative or by any authorized safety representative.

5.17 OVERLOADING

- .1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

5.18 FALSEWORK

- .1 Design and construct falsework in accordance with CSA S269.1.

5.19 SCAFFOLDING

- .1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CSA Z797-2009 and B.C. Occupational Health and Safety Regulations.

5.20 CONFINED SPACES

- .1 Carry out work in confined spaces in compliance with Worksafe B.C. Part 9 Confined Spaces and CSA Z1006-10 Management of Work in Confined Space.

5.21 RESTRICTED ACCESS

- .1 Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Worksafe B.C. regulations.

5.22 CONFINED SPACE AND RESTRICTED SPACE OUTSIDE OF DEFINED WORK SITE

- .1 Carry out work in confined spaces in compliance with Worksafe B.C. Part 9 Confined Spaces and CSA Z1006-10 Management of Work in Confined Space. Coordinate all confined space entry work with PWGSC Departmental Representative through the contractor's confined space entry permit system.
- .2 Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Worksafe B.C. regulations. Coordinate all restricted access space entry work with the PWGSC Departmental Representative prior to entry.
- .3 The Contractor is required to provide a reasonable amount of time to the Departmental Representative for making arrangements for entry and/or access to Confined Space or Restricted Access spaces located outside the designated work site.

5.23 POWDER-ACTUATED DEVICES

- .1 Use powder-actuated devices in accordance with ANSI A10.3 only after receipt of written permission from the Departmental Representative.

5.24 FIRE SAFETY AND HOT WORK

- .1 Obtain Departmental Representative's authorization before any welding, cutting or any other hot work operations can be carried out on site.
- .2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.
- .3 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or their open flame devices and grinding with equipment which produces sparks.

5.25 FIRE SAFETY REQUIREMENTS

- .1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
- .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

5.26 FIRE PROTECTION AND ALARM SYSTEM

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed.
 - .2 Shut off.
 - .3 Left inactive at the end of a working day or shift.
- .2 Do not obstruct, shut-off or leave inactive at the end of a working day or shift, the fire protection and alarm systems.
- .3 Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
- .4 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

5.27 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Departmental Representative verbally and in writing.

5.28 POSTED DOCUMENTS

- .1 Post legible versions of the following documents on site:
 - .1 Site Specific Health and Safety Plan.
 - .2 Sequence of work.
 - .3 Emergency procedures.
 - .4 Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions.
 - .5 Notice of Project.
 - .6 Floor plans or site plans.
 - .7 Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers.
 - .8 Workplace Hazardous Materials Information System (WHMIS) documents.
 - .9 Material Safety Data Sheets (MSDS).
 - .10 List of names of Health and Safety Coordinator, Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.
- .2 Post all Material Safety Data Sheets (MSDS) on site, in a common area, visible to all workers and in locations accessible to tenants when work of this Contract includes construction activities adjacent to occupied areas.
- .3 Postings should be protected from the weather, and visible from the street or the exterior of the principal construction site shelter provided for workers and equipment, or as approved by the Departmental Representative.

5.29 MEETINGS

- .1 Attend health and safety pre-construction meeting and all subsequent meetings called by the Departmental Representative.

5.30 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by the Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance with health and safety issues identified.
- .3 The Departmental Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

END OF SECTION

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pwpy020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

APPENDIX 3

SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Total Score
- SRE 6 Submission Requirements - Checklist

SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'overview of the selection procedure' can be found in "Completion of Offer" (GI 02).

1.2 Submission of Proposals

The Offeror is responsible for meeting all submission requirements. Please follow detailed instructions in "Submission of Offer" (GI 07).

1.3 Calculation of Total Score

For this Standing Offer the Total Score will be established as follows:

Technical Rating x 80%	=	Technical Score (Points)
Price Rating x 20%	=	Price Score (Points)
Total Score		Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

1. Submit one (1) bound original plus five (3) bound copies of the proposal
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 11 point Times or equal
4. Minimum margins - 12 mm left, right, top, and bottom
5. Double-sided submissions are preferred
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
8. The order of the proposals should follow the order of the Request for Standing Offer SRE 3 section.

2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is twenty-five (25) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents
- Tabs
- Front page of the Request for Standing Offer documents
- Front page of revision(s) to the Request for Standing Offer document
- Appendix 1 – Integrity Provisions – List of Names
- Appendix 4 – Declaration/Certification Form
- Appendix 5 - Price Proposal Form
- Appendix 7 – Voluntary Certification to Support the Use of Apprentices
- Mandatory Certification(s)

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3.1.1 Licensing, Certification or Authorization

The Contractor shall be authorized to provide Construction Management Carpentry Services, and **must include a carpentry red seal certification**, to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of British Columbia.

Please enclose a photocopy of the Certification. Failure to provide a copy of the certification will render the proposal as non-responsive.

3.2 RATED REQUIREMENTS

Proposals meeting the mandatory requirements will be evaluated in accordance with the following criteria. The clarity of the proposal writing including conciseness and completeness of the response is emphasised.

3.2.1 Comprehension of the Scope of Services

1. *What we are looking for:*

A demonstration of the understanding of the overall requirements for services, including expected approaches, technical expectations, and coordination requirements, especially in delivering government projects.

A Contractor who can provide all required services and accommodate a number of projects at one time.

2. *What the Offeror should provide:*

- a) scope of services - detailed list of services;
- b) employees – maximum number of workers that can be assigned to this SOA at one time;
- c) capacity – the maximum number of projects that can be accommodated for projects in the SOA at one time;

3.2.2 Team Approach / Management of Services

1. *What we are looking for:*

- a) An experienced, qualified contractor capable of providing all required services.
- b) A contractor who can provide useful input into project approach and construction issues, as work will be conducted in a collaborative manner.
- c) A contractor with experience as a General Contractor.

2. *What the Offeror should provide:*

- a) Roles and responsibilities of key personnel;
- b) Quality control methods;
- c) Demonstration of collaborative approach to construction implementation with emphasis on initiative and issue resolution.

3.2.3 Past Experience

1. *What we are looking for:*
Demonstration that over at least the past five (5) years, the Offeror has participated in a range of projects requiring a full scope of services in accordance with the Statement of Work. The Offeror's participation in these projects should have involved the scope of services listed in the Statement of Work.
2. *What the Offeror should provide:*
 - a) A brief description of a maximum of five (5) significant projects completed over the last five (5) years by the Offeror;
 - b) For the above projects, include the names of senior and intermediate personnel who were involved their respective responsibilities, as well as the scope, and budget;
 - c) Indicate the dates the services were provided for the listed projects;
 - d) Client references - name, address, and phone of client contact at working level.
 - e) Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory, the offer will be considered non-responsive and no further consideration will be given to the Contractor.
 - f) Dollar value of projects.
3. The Offeror (as defined in General Instructions GI 03) must possess the knowledge on the above projects. Past project experience from entities other than the Offeror will not be considered in the evaluation unless these entities form part of a joint venture Offeror.
4. Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.4 Senior Personnel Expertise and Experience

1. *What we are looking for:*
A demonstration that the Offeror has senior personnel with the capability, capacity and expertise in each area listed in the Statement of Work.
2. *What the Offeror should provide:*
 - a) Submit a maximum of two (2) c.v.'s of senior personnel. Each curriculum vitae should clearly indicate the years of experience the senior personnel has in the provision of the services specified in the Statement of Work; and
 - b) Identify the personnel's years of experience, the number of years with the firm; and
 - c) Training and certifications;
 - d) Examples of relevant experience and;
3. In-house personnel means personnel within the Offeror's organization (see definition of Offeror in General Instructions GI 03). Past expertise and experience of personnel not within the Offeror's (or joint venture Offeror's) organization will not be considered in the evaluation.

3.2.5 Intermediate Personnel Expertise and Experience

1. *What we are looking for:*
A demonstration that the Offeror has personnel in-house with the capability, capacity and expertise to provide the required services and deliverables listed in the Statement of Work.
2. *What the Offeror should provide:*

- a) Submit a maximum of two (2) c.v.'s of intermediate personnel which will perform the majority of the work resulting from the individual Call-ups. Each curriculum vitae should clearly indicate the years of experience in the provision of the services specified in the Statement of Work;
 - b) Identify the personnel's number of years with the firm;
 - c) Training and certifications;
 - d) Examples of relevant experience.
3. In-house personnel means personnel within the Offeror's organization (see definition of Offeror in General Instructions GI 03). Past expertise and experience of personnel not within the Offeror's (or joint venture Offeror's) organization will not be considered in the evaluation.

3.2.6 Examples of Collaborative and Creative Resolution of Construction Issues

1. *What we are looking for:*
 - a) Collaborative and creative approaches to problem solving.
 - b) Proactive analysis of problems and sound, technical solutions to design errors, unforeseen conditions or other construction issues.
 - c) Knowledge of subject matter including technical and code aspects.
2. *What the Offeror should provide:*
 - a) Two (2) projects within the last five (5) years in which the Offeror played an active role in solving a difficult construction issue.
 - b) A description of the issue.
 - c) Offeror's analysis of issue and proposed solution that was accepted.
 - d) A description of who was involved in developing the solution.
 - e) Cost of schedule savings resulting from implementation of Offerors' proposed solution.

Calculation of a fee for the provision of these services is not required.

3.2.7 Examples of a "Design-Build" Type Construction Approach

1. *What we are looking for:*
 - a) Much of the work will be completed in a collaborative "design-build" type approach where the Contractor's knowledge, expertise and experience will be relied upon to assist in timely implementation and completion of the work.
2. *What the Offeror should provide:*
 - a) Two (2) projects within the last five (5) years that involved close collaboration between the Offeror and a designer in a manner similar to the design-build approach.
 - b) A description of the contribution of the Offeror to the design of the project.

3.3 EVALUATION AND RATING

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Comprehension of the Scope of Services	0.5	0 - 10	0 - 5
Team Approach / Management of Services	1.0	0 - 10	0 - 10
Past Experience	1.5	0 - 10	0 - 15
Senior Personnel Expertise and Experience	2.0	0 - 10	0 - 20
Intermediate Personnel Expertise and Experience	1.0	0 - 10	0 - 10
Examples of Collaborative and Creative Resolution of Construction Issues	2.0	0 - 10	0 - 20
Examples of a "Design-Build" Type Construction Approach	2.0	0 - 10	0 - 20
Total	10.0		0 - 100

Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Offeror's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror do not possess qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

To be considered further, Offerors **must** achieve a minimum weighted rating of sixty-five (65) out of the hundred (100) points available for the rated technical criteria as specified above.

No further consideration will be given to Offerors not achieving the pass mark of sixty-five (65) points.

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty-five (65) points are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and will receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 100
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	80	0 - 80
Price Rating	0 - 100	20	0 - 20
Total Score		100	0 - 100

The proposals will be ranked in order from the highest to the lowest using the total score (technical plus price). The Offerors submitting the highest ranked proposals will be recommended for issuance of a standing offer. In the case of a tie, the Offeror submitting the lower price for the services will be selected. Canada reserves the right to issue up to two (2) Standing Offers.

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Offeror in ensuring a complete submission. The Offeror is responsible for meeting all submission requirements.

Please follow detailed instructions in "Submission of Proposals", General Instructions to Offerors (GI 07).

- ☐ Integrity Provisions – List of Names
- ☐ Declaration/Certification Form
- ☐ Technical Offer - 1 original + [3] copies
- ☐ Front page of Request for Standing Offer
- ☐ Front page of Revision(s) to a Request for Standing Offer
- ☐ Mandatory Certification(s)

In a separate envelope:

- ☐ Price Proposal Form - one (1) completed and submitted in a separate envelope

Solicitation No. - N° de l'invitation

EZ899-171759/A

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

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

pwpy020

CCC No./N° CCC - FMS No./N° VME

APPENDIX 4

Declaration/Certifications Form

Solicitation No. - N° de l'invitation

EZ899-171759/A

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

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

pwpy020

CCC No./N° CCC - FMS No./N° VME

Declaration / Certifications Form (page 1 of 4)

Name of Offeror:

Street Address:

Mailing Address (if different than street address)

City:

City:

Prov./Terr./State:

Prov./Terr./State:

Postal/ZIP Code:

Postal/ZIP Code:

Telephone Number:()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization

___ Sole Proprietorship

___ Partnership

___ Corporation

___ Joint Venture

Size of Organization

Number of Employees _____

Superintendents _____

Tradesmen _____

Technical Support _____

Other _____

Declaration / Certifications Form (page 2 of 4)

Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pw020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

Declaration / Certifications Form (page 3 of 4)

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a Work Force Adjustment Directive? YES () NO ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pw020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

Declaration / Certifications Form (page 4 of 4)

Name of Offeror:

This Declaration forms part of the offer.

Education, Qualifications, Certifications, and Experience:

All statements made with regard to the education, qualifications, certifications, and the experience of individuals proposed for providing services under the Standing Offer 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 proposal being declared non-responsive. Should a verification by Canada disclose untrue statements, Canada shall have the right to treat any standing offer resulting from this solicitation as being in default and to terminate it accordingly.

DECLARATION:

I, the undersigned, being a principal of the Offeror, hereby certify that the information given on this form and in the attached Proposal is accurate to the best of my knowledge.

Name (print): _____

Capacity: _____

Signature _____

Telephone Number: () _____

Fax Number: () _____

E-mail: _____

Date: _____

During proposal evaluation period, PWGSC contact will be with the above named person.

This Appendix 4 should be completed and submitted with the proposal, but may be submitted afterwards as follows: if any of these required certifications is not completed and submitted with the proposal, the Contracting Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

Solicitation No. - N° de l'invitation

EZ899-171759/A

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

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

pwpy020

CCC No./N° CCC - FMS No./N° VME

APPENDIX 5

Price Proposal Form

APPENDIX 5 - PRICE PROPOSAL**INSTRUCTIONS**

1. Complete price proposal form and submit in a separate sealed envelope, with the Offeror's name, Solicitation Number, and "Price Proposal Form" typed on the outside.
2. Price proposals are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
3. Offerors are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Offerors must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. For example, if the firm does not have an Journeyman Carpenter, the hourly rate must be equal to or greater than the hourly rate provided for the Journeyman Apprentice. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.
5. The hourly rates identified will be for the duration of the Standing Offer.
6. Travel and Living Expenses: Companies are advised that any travel time and travel-related expenses associated with the delivery of services within a 100 km radius of 33344 King Road, Abbotsford, BC V2S 6J5 are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 100 km radius, travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current National Joint Council Travel Directive.
7. Fixed hourly rates for each Category of Personnel are to be provided in column B. The results are added for evaluation purposes.

APPENDIX 5 - PRICE PROPOSAL

Name of Offeror: _____

Address: _____

Column	A	B	C
CATEGORY OF PERSONNEL	Estimated Units of Measurement	Fixed Hourly Rates *	A x B
Journeyman Lead Hand	100 Hr	\$	\$
Journeyman Carpenter	100 Hr	\$	\$
Journeyman Apprentice	200 Hr	\$	\$
General Labour	200 Hr	\$	\$
Markup on sub trade work	\$25,000.00	_____ %	\$
Markup up on Material	\$25,000.00	_____ %	\$
TOTAL FOR EVALUATION PURPOSES			\$

* Refer to Standing Offer Particulars SP 3 Period of the Standing Offer.

END OF PRICE PROPOSAL FORM

APPENDIX 6 PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows: Return to:

Ronny Ly	(604) 666-0043	Ronny.ly@pwgsc.gc.ca
Name	Phone Number	E-mail

at:

Public Works and Government Services
Canada
219 – 800 Burrard Street
Vancouver, B.C. V6Z 0B9

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

NIL REPORT: We have not done any business with the federal government for this period.

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pwpy020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

APPENDIX 7

VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note; The contractor will be asked to fill out a report every six months as included a Annex C

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

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

Trades of those apprentices:

A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex C

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EZ899-171759/A

pwpy020

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX A
CERTIFICATE OF INSURANCE (Not required at offer closing)

**CERTIFICATE OF INSURANCE****Page 1 of 2**

Description and Location of Work Carpentry Construction Services Standing Offer Various locations, B.C.	Contract No.
	Project No.

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
				\$	\$	\$
				\$	\$	\$
				\$		
				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
				\$		
				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
				\$		

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.

ANNEX B

VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at offer 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 GI06 – Listing of Subcontractors and Suppliers of R2410T- General Instructions - Construction Services, the Offeror should provide a list of Subcontractors with his Offer.
- 2) The Offeror should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted Offer Price.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

NOTE TO Tenderers: Please use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada Room
219 - 800 Burrard Street
Vancouver, BC V6Z 0B9**

**Solicitation No.: EZ899-171759/A
Tender Closing Date & Time: 21 December 2016 @ 1400 PST
Description: Carpentry Construction Services SOA**

Technical Component

RL

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada Room
219 - 800 Burrard Street
Vancouver, BC V6Z 0B9**

**Solicitation No.: EZ899-171759/A
Tender Closing Date & Time: 21 December 2016 @ 1400
PST Description: Construction Services Services SOA**

Price Proposal

RL