

INVITATION TO TENDER
Tender / Contract Form

NCC TENDER FILE #:

AL1680

<p>ADDRESS INQUIRIES TO: Allan Lapensée, Sr. Contract Officer (613) 239-5678 ext 5051 tel. allan.lapensee@ncc-ccn.ca</p>	<p>CONTRACT NO.: (NCC use only)</p>
<p>BID CLOSING DEADLINE: January 9, 2017 at 3:00pm Ottawa time</p>	
<p>RETURN ORIGINAL Submit tender on this tender / contract form and return to:</p>	<p>→ Procurement Services National Capital Commission 40 Elgin Street 2nd floor Security Office Ottawa, ON K1P 1C7 Reference NCC tender file # AL1680 OR Fax this AL1680 tender form to bid fax 613-239-5012</p>
<p>DESCRIPTION OF SERVICES/GOODS: Fabrication of the NCC's Confederation Boulevard Street Name Signs</p>	<p>LOCATION: Canada`s Capital Region Ottawa, ON</p>

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I. OFFER

The undersigned bidder (hereinafter called the “Contractor”) hereby offers to the National Capital Commission (hereinafter called the “Commission” or the “NCC”) to supply & deliver the services and/or goods in accordance with the specification, terms and conditions, **for the all-inclusive lump sum and/or unit price(s) as set out in section III herein.**

II. GENERAL AGREEMENT The Contractor agrees:

1. To begin work immediately after contract award and to deliver the goods no later than March 3, 2017.
2. **to provide at his/her own cost the following securities:**
 - (a) **no contract securities are required except 10% holdback on invoices.**
3. that this Offer and Agreement, together with the Specifications, the Instructions to Bidders, the Goods Conditions, and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.
4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 30 days from the Tender Closing Time shown hereon and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the Commission.
5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.

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III. PRICING

The Contractor agrees that the following is(are) the all-inclusive lump sum and/or unit price(s) referred to in Clause I:

Description	Quantity	Unit price excl taxes	Totals
Sign - Side mounted iteration	72	\$ ea	
Sign - Base mounted iteration	13	\$ ea	
		SUB-TOTAL	
		13% OHST	
		TOTAL	

Basis of award will be the bidder who meets all of the terms and conditions, and, who offers the NCC the lowest total amount. Lowest or any tender NOT necessarily accepted. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.

IV. INVOICING

- The Contractor will have the right to receive payments within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said services and has observed the terms of the contract.
- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.
- All invoices are to make reference to the **Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission)** and be forwarded in triplicate to:
Accounts Payable
National Capital Commission
3rd Floor
40 Elgin Street
Ottawa, ON
K1P 1C7
or forward one invoice in Adobe (.pdf) format by email at payables@ncc-ccn.ca .
- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

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V. ENQUIRIES

Enquiries regarding this tender must be submitted in writing to the Senior Contract Officer as early as possible within the solicitation period. Enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.

VI. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda _____ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).

Name and address of Contractor : Tel-Tél: Fax-Télécopieur: E-mail:	Signature(s) Title: Date:
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Accepted & executed on behalf of the Commission this day of , 2017

<p align="center">COMMISSION USE ONLY NCC SIGNATURE ONLY</p>	<p align="center">TITLE</p>
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GOODS CONTRACTS
Instructions to Tenderers

1. Addressing

The tender envelope shall be addressed to Procurement Services, National Capital Commission, 40 Elgin Street, Security Office on the 2nd floor, Ottawa, Ontario K1P 1C7.

The name and address of the tenderer and the due time and date of the tender shall be clearly shown on the envelope.

2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to mail or deliver tenders in good time as tenders received after the specified time and date will not be accepted or considered and will be returned unopened.

3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender and Contract form.

Faxed tenders and tenders by e-mail unless otherwise stated.

Tenders received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

4. Revision of Tenders

The tenderer may revise his tender by fax, letter or telegram, provided it is received before the tender closing date and time.

Faxes or letters must clearly indicate required changes.

5. Acceptance of Offer

The lowest or any tender not necessarily accepted.

6. Completion of Tender and Contract Form

Insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers in the Total column and apply GST and PST where applicable before calculating Total Amount.

PST is calculated on applicable Provincial legislation at the delivery location.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender /Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company, if any, must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

GOODS CONTRACTS

General Conditions

1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
 - i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.
 - ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.

GOODS CONTRACTS
General Conditions

- iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.

- 10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.

- 11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.

- 12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.

- 13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.

- 14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.

- 15. WHMIS Regulations apply to Controlled Products.

Supplier No. / N° du fournisseur

New supplier / Nouveau fournisseur Update / Mise à jour

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPPF		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPPF, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPPF, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :	
Postal code / Code postal	()	()	

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			
Business No. (BN) / N° de l'entreprise (NE) -	OR / OU	SIN / NAS -		
GST/HST / TPS et TVH	QST / TVQ (Québec)			
Number / Numéro : Not registered / non inscrit <input type="checkbox"/>	Number / Numéro : Not registered / non inscrit <input type="checkbox"/>			
Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>			
	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>	
Type of goods and/or services offered / Genre de biens et / ou services rendus :				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :		Address / Adresse :
Postal Code / Code postal :		

PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel :

PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS

E-mail address / Adresse courriel :

PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).

Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).

Mail or fax to: Procurement Services
National Capital Commission
202-40 Elgin Street
Ottawa, ON K1P 1C7 Fax: (613) 239-5007

Poster ou télécopier à : Services de l'approvisionnement
Commission de la capitale nationale
40, rue Elgin, pièce 202
Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor
(613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable
(613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.

STATEMENT OF WORK

Specification for the Fabrication of the
NCC's *Confederation Boulevard Street Name Signs*

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1 INTRODUCTION

1.1 Project description

The National Capital Commission (NCC) wishes to engage the services of an experienced signage fabricator with significant expertise in the printing, stamping, forming, finishing, painting, graphic-application, installation and repair of metal street signage.

Unless otherwise specified, this project includes the complete project management and delivery of the following NCC *Confederation Boulevard* (CB) Street Name Sign elements:

- fully assembled side-mounted street name sign blanks and graphics
- fully assembled base-mounted street name sign blanks and graphics

1.2 Background

CB intersects multiple streets and the stock signage identifying it as a unified entity has come to the end of its life cycle and is due for replacement. A standard sign -- with two iterations: side-mounted and base-mounted – has been developed to replace existing ones.

The new design is roughly 4' x 2' and comprised of machined aluminum ($\frac{1}{4}$ ""). The side-mounted iteration has lateral edge details (a slot and three thru-holes), whereas the base-mounted iteration has bottom details (a flat edge). They are otherwise identical. All iterations are adorned on both sides with a machined aluminum ($\frac{1}{8}$ "") maple leaf element and printed graphics. Eighty-five (85) signs are to be made in total: seventy-two (72) side-mounted and thirteen (13) base-mounted.

1.3 Purpose

Existing CB street signs have reached the end of their life cycle and are therefore slated to be updated.

1.4 Definition of Terms

For the purpose of this Tender the following terms within this document will be defined as follows:

Wherever the terms “**or equal**”, or “**approved equivalent**” appear after specific types of materials and items throughout this specification, they shall be interpreted to mean as being equal in the opinion of the Design Manager, in material content, workmanship and quality to that designated as being the minimum acceptable standard, and that written approval must be obtained from the Design Manager prior to submitting an alternative, five (5) days before close of tender.

Contracting Authority; refers to that person designated by the NCC to coordinate all matters pertaining to contract administration.

Control sample; refers to the approved samples of work from the successful Tenderer, which is retained for comparison purposes as part of the Quality Assurance procedure.

Design Manager; refers to that person designated by the NCC to act as liaison between itself and the successful Tenderer and to coordinate the administration of the program of work.

Invitation to Tender; refers to this entire package of information which specifies the terms and conditions and also provides the specifications of the signs that are required.

Portfolio Manager; refers to the NCC employee responsible for the tactical management of NCC lands which are organized into separate geographical regions or portfolios.

Successful contractor; refers to the Tenderer who is awarded the resulting contract and who is responsible for all its agents, carriers, representatives, sub-contractors and all others involved in providing the specified work.

Tender; refers to the offer of a bid for this contract and supplemental mandatory information submitted by a Tenderer in response to the Invitation to Tender issued by the NCC.

Tenderer; refers to a contractor who puts forth or submits a Tender.

2 SCOPE OF WORK

The resulting contract will include the project/production management and/or fabrication of all identified signage structures and graphic applications.

The successful contractor must attend a minimum of (3) site visits and/or meetings at the NCC Headquarters during the course of the proposed contract, within 2 days of notice. All costs of these meetings/site visits will be the responsibility of the successful contractor.

2.1 Functional expertise

The following functional expertise is required to successfully execute the resulting contract:

- Project management and production management, coordination of services and quality control;
- Fabrication, surface preparation and assembly;
- Graphic production, application and assembly.

2.2 Implementation process

The implementation process for the work identified in this Tender is comprised of some or all of the following tasks:

Advanced preparation:

- Preparation of a detailed work plan/schedule – regularly updated, as required;
- Preparation and approval of all necessary control samples of all surfaces: metal and graphic applied metal.
- Four (4) 5X5 color sampling chart (50mm square color swatches) for every Pantone color listed in the specification document for selection and approval by NCC Design Manager
- Up to three (3) preproduction samples for approval by NCC Design Manager and (1) (FAI) First Article Inspection for quality control by supplier
- Packaging and delivery.

Fabrication according to provided specifications, including:

- Fabrication of aluminum street name sign blanks, including stamping, machining, numerically-controlled cutting, milling, facing, boring/drilling, etc.;
- Fabrication of aluminum maple leaf elements, including stamping, machining, numerically-controlled cutting, milling, facing, etc.;
- Surface preparation for exterior graphic application;
- Installation of high-resolution, exterior-grade, self-adhesive film according to specific technical instructions;

- Solvent-printing graphics onto vinyl films according to specific technical instructions;
- Installation/adhesion of maple leaf elements according to specific technical instructions;
- Supply of specified materials, hardware and purchased components.
- Separate packaging and identification of side-mounted street name signs and bottom-mounted street name signs
- Including delivery

Delivery:

- Of samples:

National Capital Commission
c/o Scott Graham, Project Industrial Designer
202 – 40 Elgin Street
Ottawa, Ontario
Canada K1P 1C7

- Of production units:

National Capital Commission
Greenbelt Research Farm
c/o Scott Graham, Project Industrial Designer
1740 Woodroffe Avenue
Ottawa Ontario K2G 2R8

Note: Delivery to this address is by appointment only; successful contractor to coordinate delivery with design manager.

2.3 Project management

The successful contractor is expected to assign an experienced project/production manager who will be a single point of contact for the contract. This individual must be fully aware of all aspects of the contract and is responsible to ensure that all project tasks are sequenced and scheduled to ensure final delivery as per approved schedule, on budget and of highest quality fit and finish.

This project manager is expected to proactively anticipate project challenges and to provide recommendations to mitigate challenges that may arise. It is expected that the assigned project manager will frequently communicate with the NCC Design Manager and will constantly monitor and communicate project progress (in writing).

Any proposed schedule modifications, change orders and/or actions that may have an impact on product quality must be requested in writing to the NCC Design Manager and must receive written approval from the NCC before they are adopted.

The contractor's project manager will be expected to review all the fabrication requirements identified herein and develop a comprehensive work schedule ensuring that all required materials, sub-contracted services, fabrication and installation work can be completed while respecting the NCC's quality standards and project milestones.

3 SCHEDULE

It is a condition of this contract that the successful contractor must fabricate and deliver the 85 signs identified herein on or before **march 3, 2017**.

Payments are made net 30 days following the receipt of an acceptable invoice at payables@ncc-ccn.ca . Goods must be delivered in order to be invoiced.

The NCC will hold back 10% of all invoices for all work until all installations and site restorations have been completed, inspected and approved, and all ancillary deliverables have been received, including the commissioning items.

4 EXECUTION OF CONTRACT

4.1 Successful Contractor's Responsibilities

The successful contractor is expected to execute the tasks in this tender package with the utmost excellence and professionalism.

The successful contractor, by commencing the work identified herein assumes the overall responsibility to assure that all assemblies, components and parts shown or required comply with the supplied specifications.

All product and work is subject to NCC inspection and approval. Unacceptable product or workmanship and damage will not be accepted. Payment for the entire contract will be withheld until substandard issues are completed to the high standards expected.

The NCC will schedule inspections based on the successful contractor's schedule once approved by the NCC. The successful contractor will be required to provide an updated schedule to the Design Manager every week for the duration of the contract unless the latest schedule is being maintained.

The successful contractor is expected to maintain a well-organized project file and proactively provide the NCC Design Manager with copies of all receipts for materials procured in order to ensure that all specifications have been adhered to.

4.2 Services to be provided by the NCC

A representative of the NCC (Design Manager) will provide liaison for all approvals and technical inquiries after the contract is awarded and for approvals of shop drawings (as required) and completed installations.

The NCC Design Manager/or the Portfolio Manager will provide final approval on all machined signs and on all graphical components.

5 QUALITY MANAGEMENT

The overall quality of the NCC Confederation Boulevard street signage is the shared responsibility of the NCC and the successful contractor and is managed via a set of integrated procedures as follows:

- Specifications, fabrication and installation drawings package;
- Quality Assurance monitoring and audits;
- Fabrication inspections and approvals;
- Delivery;
- Warranty Statements.

5.1 System Description and Specifications Package

Comprehensive documents describing the CB bottom- and base-mounted signs have been made available as part of this contract. These documents include all required information for the fabrication of the main sign and maple leaf component, as well as for the proper installation of the latter. It is the responsibility of the successful contractor to understand and adhere to the specifications contained therein.

The successful contractor must check and verify all dimensions and details on drawings before proceeding with the work. Any discrepancy between these drawings and specifications are to be promptly reported in writing to the Design Manager.

5.2 Quality Assurance Monitoring & Audits

The NCC is, ultimately, responsible for ongoing quality assurance functions, either directly or through 3rd parties engaged by it to fulfill its obligations.

AUDITING: Throughout the various phases of the project, quality assurance audits will be conducted by the NCC Design Manager, Portfolio Manager and/or a contracted representative of the NCC via both random and systematic sampling methods.

SITE-SPECIFIC AUDITING: All work requiring precision removal or installation (e.g., applying the maple leaf elements) will be audited. It is the successful contractor's duty

to inform the NCC's Design Manager and to schedule installations to allow the NCC's Design Manager to coordinate such audits.

5.3 Quality Control of Fabrication and Installations

All quality control functions related to fabrication, film applications, graphic and typographic layouts, manipulation and transportation will be the responsibility of the successful contractor.

ADHERENCE TO SPECIFICATIONS: Responsibility for verification of adherence to the detailed specifications for fabrication and assembly of all components lies with the successful contractor. Prior to commencing fabrication, copies of official receipts for all materials must be made available to the NCC Design Manager to ensure that specified materials are being used.

DAMAGE PRIOR TO INSTALLATION: Any damage sustained before products are delivered will be the responsibility of the successful contractor. Contractor is expected to fabricate and provide appropriate crates, palletes and protective covering while transporting both unfinished and finished materials.

DAMAGE DURING WARRANTY PERIOD: successful contractor shall not be held responsible for damage incurred to the street signs as a result of vandalism or for abnormal or accidental abuse of the components occurring after the beginning of the guarantee period.

5.4 Warranty Statements

GUARANTEE OF WORKMANSHIP: The successful contractor shall guarantee their workmanship and material defects for a period of one (7) year after final acceptance of work and, at no additional cost, the successful contractor shall promptly repair or replace, to the NCC's satisfaction, any components thereof which in the opinion of the NCC are defective in materials or workmanship under normal operating conditions.

6 CONTACT INFORMATION

6.1 Contracting Authority during tender period

Allan Lapensée
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National Capital Commission
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6.2 Design Manager once contract is awarded

Scott A. Graham
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Industrial Design & Environmental Graphics (IDEG)
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7 APPENDICES

- A. *Spec CB Street Name Sign – Side-mount*
- B. *Spec CB Street Name Sign – Bottom-mount*
- C. *Product Bulletin: 3M Engineer Grade Reflective Sheeting Series 3200T*
- D. *Spec Sheet: 3M – VHB 4941, 5952, RP Family*
- E. *Technical Bulletin: 3M – VHB Tape Cold Temperature Performance*
- F. *Technical Data Sheet: Drytac Weathershield Glossy*