



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

**INVITATION TO TENDER**

**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Réaménager cuisine finition CFF CRR	
<b>Solicitation No. - N° de l'invitation</b> EF236-172072/A	<b>Date</b> 2017-03-27
<b>Client Reference No. - N° de référence du client</b> EF236-17-2072	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-255-14305
<b>File No. - N° de dossier</b> MTC-6-39289 (255)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-04-24</b>	
<b>Time Zone</b> Fuseau horaire Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Desforges, Julie	<b>Buyer Id - Id de l'acheteur</b> mtc255
<b>Telephone No. - N° de téléphone</b> (514) 496-3413 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE PORTAIL S-E BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## INVITATION TO TENDER

### IMPORTANT NOTICE TO BIDDERS

**TENDER DOCUMENTS:** Firms intending to submit tenders on this project should obtain tender documents through the website

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

### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Supplementary Conditions" SC01 "Industrial Security Related Requirements".

### SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI09.

### INTEGRITY PROVISIONS - BID

Changes have been made to the Integrity Provisions - Bid as of 2016-04-04. See GI01, Integrity Provision-Bid of R2710T of the General Instructions for more information.

### LISTING of SUBCONTRACTORS

As per GI07 of R2710T you should provide using Annex C at Bid closing a list of Subcontractors that have 20% or more of the tendered price value.

### PWGSC UPDATE ON ASBESTOS USE

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

### ADDITION OF PERFORMANCE EVALUATION-CONTRACT

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

### ADDITION OF TERMINOLOGY

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

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

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

- GI01 Integrity Provisions - Bid
- GI02 Completion of Bid
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- GI06 Registry and Pre-qualification of Floating Plant
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**APPENDIX 1 - INTEGRITY PROVISIONS**

**APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

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**ANNEX A - CERTIFICATE OF INSURANCE**

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## **SPECIAL INSTRUCTIONS TO BIDDERS (SI)**

### **SI01 BID DOCUMENTS**

1. The following are the bid documents:
  - a. Invitation to Tender - Page 1;
  - b. Special Instructions to Bidders;
  - c. General Instructions - Construction Services - Bid Security Requirements R2710T (2016-04-04)
  - d. Clauses & Conditions identified in "Contract Documents";
  - e. Drawings and Specifications;
  - f. Bid and Acceptance Form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

**Bids sent by fax will not be accepted**

### **SI02 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than **seven (7)** calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed **ONLY** to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

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### **SI03 OPTIONAL SITE VISIT**

There will be two (2) site visits:

- 1) There will be a site visit on April 11, 2017 at 10:00 am. Interested bidders are to meet at Regional Reception Centre Institution located at 246 Montee Gagnon, Ste-Anne-des-Plaines, Quebec.
- 2) There will be a site visit on April 10, 2017 at 10:00 am. Interested bidders are to meet at Federal Training Centre Institution located at 6099 Boul. Levesque, Laval, Quebec.

### **Security**

The Federal Training Centre and the Regional Reception Centre are multiple security level establishments. To access the site, a security clearance application is required: each individual must complete the form "Access to an establishment required for CIPC verification" (SCC-1279 CPIC – 341-3812.doc) and provide a two (2) sides color copy of a driving licence in one of the Canadian province, and transmit everything to the following email address:

[Sylvain.tremblay@csc-scc.gc.ca](mailto:Sylvain.tremblay@csc-scc.gc.ca)

The application processing time is 10 business day when the form is completed and error free.

Individuals who wish to attend the bid visit must obtain access to the establishment, as previously described. No exception will be granted.

### **SI04 REVISION OF BID**

A bid may be revised by letter or facsimile in accordance with G10 of R2710T. The facsimile number for receipt of revisions is (514) 496-3822.

### **SI05 BID RESULTS**

1. A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" for the receipt of bids shortly after the time set for solicitation closing.
2. Following solicitation closing, bid results may be obtained by calling (514) 496-3388.

### **SI06 INSUFFICIENT FUNDING**

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

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### **SI07 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI07 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. of SI07 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

### **SI08 CONSTRUCTION DOCUMENTS**

The successful Contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum five (5), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

### **SI09 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. 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](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign Appendix 2

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

## 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:

Treasury Board Appendix L, Acceptable Bonding Companies

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

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

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

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

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

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

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

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

Standard Acquisition Clauses and Conditions (SACC) Manual

<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>

PWGSC, Code of Conduct and Certifications

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

Construction and Consultant Services Contract Administration Forms Real Property Contracting

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

Declaration Form

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

## SI12 FINANCIAL BID

The total amount of the bid excludes taxes

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## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

The following security requirement applies and form part of the Contract.

The Federal Training Centre and the Regional Reception Centre are multiple security level establishments. To access the site, a security clearance application is required: each individual must complete the form "Access to an establishment required for CIPC verification" (SCC-1279 CPIC – 341-3812.doc) and provide a two (2) sides color copy of a driving licence in one of the Canadian province, and transmit everything to the following email address: [341-projets@csc-scc.qc.ca](mailto:341-projets@csc-scc.qc.ca).

The application processing time is 10 business day when the form is completed and error free.

### **SC02 LIMITATION OF LIABILITY**

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

GC1.6 Indemnification by the Contractor

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

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

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

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### **SC03 INSURANCE TERMS**

#### 1) Insurance Contracts

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

#### 2) Period of Insurance

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

#### 3) Proof of Insurance

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

#### 4) Insurance Proceeds

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

#### 5) Deductible

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

### **SC04 PERFORMANCE EVALUATION-CONTRACT**

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

1. Contractors shall take note that the performance of the Contractor during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria:
  - a. quality of workmanship
  - b. time
  - c. project management
  - d. contract management
  - e. health and safety
2. A weighting factor of 20 points will be assigned to each of the five criteria as follows:
  - a. unacceptable: 0 to 5 points
  - b. not satisfactory: 6 to 10 points
  - c. satisfactory: 11 to 16 points
  - d. superior: 17 to 20 points

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3. The consequences resulting from the performance evaluation are as follows:
- a. For an overall rating of 85% or higher, a congratulation letter is sent to the Contractor.
  - b. For an overall rating of between 51% and 84%, a standard, meets expectations letter, is sent to the Contractor.
  - c. For an overall rating of between 30% and 50%, a warning letter is sent to the Contractor indicating that if, within the next two (2) years, they receive 50% or less on another evaluation, the firm may be suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
  - d. For an overall rating of less than 30%, a suspension letter is sent to the Contractor indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
  - e. For a rating of 5 points or less on any one criterion, a suspension letter is sent to the Contractor indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

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

## SC05 INTERPRETATION

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

- “Architectural and Engineering Services ”:  
means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.
- “Construction Services ”:  
means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.
- “Facility Maintenance Services ”:  
means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

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mtc255

Client Ref. No. - N° de réf. du client  
R.067720.400 / R.067720.200

File No. - N° du dossier  
MTC-6-39289

CCC No./N° CCC - FMS No./N° VME

## CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1	General Provisions – 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	R2850D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2880D	(2016-01-28);
GC9	Contract Security	R2890D	(2014-06-26);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
  - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - 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 Bid and Acceptance Form submitted.

Solicitation No. - N° de l'invitation  
EF236-172072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
mtc255

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R.067720.400 / R.067720.200

File No. - N° du dossier  
MTC-6-39289

CCC No./N° CCC - FMS No./N° VME

## **BID AND ACCEPTANCE FORM (BA)**

### **BA01 IDENTIFICATION**

Finishing kitchens at Regional Reception Centre and Federal Training Centre, Laval and Sainte-Anne-des-Plaines, Quebec.

### **BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

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

### **BA03 THE OFFER**

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

#### **Regional Reception Centre (RRC):**

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

#### **Federal Training Centre (FTC):**

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

**Total RRC + FTC:** \$ \_\_\_\_\_ excluding applicable tax(es).  
(amount in numbers)

### **BA04 BID VALIDITY PERIOD**

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

### **BA05 ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

### **BA06 CONSTRUCTION TIME**

The Contractor shall perform and complete the Work within twenty-six (26) weeks from the date of notification of acceptance of the offer for the **Regional Reception Centre Institution**.

The Contractor shall perform and complete the Work within twenty-two (22) weeks from the date of notification of acceptance of the offer for the **Federal Training Centre Institution**.

Work must be complete at the same time at both Institutions.

### **BA07 BID SECURITY**

The Bidder is enclosing bid security with its bid in accordance with GI08 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

Solicitation No. - N° de l'invitation  
EF236-172072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
mtc255

Client Ref. No. - N° de réf. du client  
R.067720.400 / R.067720.200

File No. - N° du dossier  
MTC-6-39289

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**BA08 SIGNATURE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Solicitation No. - N° de l'invitation  
EF236-172072/A

Amd. No. - N° de la modif.

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mtc255

Client Ref. No. - N° de réf. du client  
R.067720.400 / R.067720.200

File No. - N° du dossier  
MTC-6-39289

CCC No./N° CCC - FMS No./N° VME

## APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

*Note; The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

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

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

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

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

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

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

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

Trades of those apprentices:

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Solicitation No. - N° de l'invitation  
EF236-172072/A

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### **APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY**

#### **TO BE PROVIDED AT CONTRACT AWARD.**

Contracting Authority is :

Name : Julie Desforges

Title : Supply specialist

Department : Publics works and government services Canada

Division : Acquisition branch

Telephone : 514-496-3413

E-mail : julie.desforges@tpsgc-pwgsc.gc.ca

Technical Authority is:

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

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

Department : \_\_\_\_\_

Division : \_\_\_\_\_

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

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

Solicitation No. - N° de l'invitation  
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MTC-6-39289

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

**CERTIFICATE OF INSURANCE**



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Page 1 of 2

Description and Location of Work  Finishing kitchens at Regional Reception Centre and Federal Training Centre, Laval and Sainte-Anne-des-Plaines, Quebec.	Contract No. EF236-172072/A
	Project No. R.067720.400 / R.067720.200

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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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			
				Per Occurrence	Annual General Aggregate	Completed Aggregate	Operations
<b>Commercial General Liability</b>				\$	\$	\$	
<b>Umbrella/Excess Liability</b>				\$	\$	\$	
<b>Builder's Risk / Installation Floater</b>				\$			

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

Solicitation No. - N° de l'invitation  
EF236-172072/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
mtc255

Client Ref. No. - N° de réf. du client  
R.067720.400 / R.067720.200

File No. - N° du dossier  
MTC-6-39289

CCC No./N° CCC - FMS No./N° VME

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

**Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.**

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

### Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).



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File No. - N° du dossier  
MTC-6-39289

CCC No./N° CCC - FMS No./N° VME

### ANNEX C - LISTING OF SUBCONTRACTORS

- 1) In accordance with GI07 - Listing of Subcontractors and Suppliers of R2710T - General Instructions - Construction Services - Bid Security Requirements, the Bidder should provide a list of Subcontractors with his Bid.
- 2) The Bidder should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted Bid Price.

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

ANNEX D



Correctional Service Canada / Service correctionnel Canada

PROTECTED / PROTÉGÉ B ONCE COMPLETED / UNE FOIS REMPLI

INSTITUTIONAL ACCESS / CPIC CLEARANCE REQUEST

ACCÈS À UN ÉTABLISSEMENT / DEMANDE DE VÉRIFICATION DU DOSSIER AU CPIC

PUT AWAY ON FILE - CLASSER AU DOSSIER / ADMINISTRATIVE OR OPERATIONAL FILE / DOSSIER ADMINISTRATIF OU OPÉRATIONNEL  
▶ Original = 3170-12

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution - Établissement  
343-CRR

Request received / Demande reçue le  
Date (YYAA-MM-DJ)

PUT AWAY ON FILE / CLASSER AU DOSSIER ▶ 3170-12

A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS

Surname / Nom de famille, Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales), Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu), Date of birth / Date de naissance (YYAA-MM-DJ), Place of birth - Lieu de naissance / City/Town - Ville ou municipalité, Province/State - Province ou état, Country - Pays

B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE

Male / Homme, Female / Femme, Height - Grandeur, Weight - Poids, Eye color - Couleur des yeux, Hair color / Couleur des cheveux

C. ADDRESS - ADRESSE

Street - Rue, City/Town - Ville ou municipalité, Province, Postal Code - Code postal, Telephone number - Numéro de téléphone / Home - Domicile, Work - Bureau, Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence... / Avez-vous déjà été reconnu coupable d'une infraction criminelle...  
2. Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?  
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?  
4. Are you related/associated to an inmate or on an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?

If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTE: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur, Date (YYAA-MM-DJ)

F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC

Reason for clearance - Motif justifiant la demande d'accès  
343-3404 Aménagement de la cuisine de finition - Services de construction  
Department making the request (please print) / Unité qui soumet la demande (en lettres mouluées s.v.p.), Signature of Division Head / Signature du chef de la division, Date (YYAA-MM-DJ), No criminal record / Aucun casier judiciaire, A possible criminal record #: / Numéroté du casier judiciaire possible, Last entry: / Dernière entrée, An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance

SIGNATURES

Approved / Approuvée, Not approved / Non approuvée, The individual has been advised. - Le demandeur a été informé de la décision. Yes / Oui, No / Non, By: / Par: Security Intelligence Officer / Agent de renseignements de sécurité, Date (YYAA-MM-DJ), Institutional Head / Directeur de l'établissement, Date (YYAA-MM-DJ), Visit Review Board / Comité des visites, Date (YYAA-MM-DJ)



**INSTITUTIONAL ACCESS  
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
DEMANDE DE VÉRIFICATION  
DU DOSSIER AU CIPC**

PUT AWAY ON FILE – CLASSER AU DOSSIER  
ADMINISTRATIVE OR OPERATIONAL FILE  
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL  
▶ Original = 3170-12

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement  
**320 – CFF**

Request received / Demande reçue le  
Date (YYAA-MM-DJ)

PUT AWAY ON FILE / CLASSER AU DOSSIER ▶ **3170-12**

**A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS**

Surname / Nom de famille: \_\_\_\_\_ Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales): \_\_\_\_\_ Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu): \_\_\_\_\_  
Date of birth / Date de naissance (YYAA-MM-DJ): \_\_\_\_\_ Place of birth – Lieu de naissance / City/Town – Ville ou municipalité: \_\_\_\_\_ Province/State – Province ou état: \_\_\_\_\_ Country – Pays: \_\_\_\_\_

**B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE**

Male / Homme  Female / Femme Height – Grandeur: \_\_\_\_\_ Weight – Poids: \_\_\_\_\_ Eye color – Couleur des yeux: \_\_\_\_\_ Hair color / Couleur des cheveux: \_\_\_\_\_

**C. ADDRESS – ADRESSE**

Street – Rue: \_\_\_\_\_ City/Town – Ville ou municipalité: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code - Code postal: \_\_\_\_\_ Telephone number – Numéro de téléphone / Home – Domicile: \_\_\_\_\_ Work – Bureau: \_\_\_\_\_  
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation): \_\_\_\_\_

**D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX**

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?  Yes / Oui  No / Non  
2. Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?  Yes / Oui  No / Non If so, provide names - Si oui, fournir son nom : \_\_\_\_\_  
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?  Yes / Oui  No / Non  
4. Are you related/associated to an inmate or on an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?  Yes / Oui  No / Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)**

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

**NOTE: Access may be denied for submitting false information.** Passes may be issued for those receiving clearance and approval.

**NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement.** Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur: \_\_\_\_\_ Date (YYAA-MM-DJ): \_\_\_\_\_

**F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC**

Reason for clearance – Motif justifiant la demande d'accès  
**320-2403\_ Aménagement de la cuisine de finition - Services de construction**  
Department making the request (please print) / Unité qui soumet la demande (en lettres mouluées s.v.p.): \_\_\_\_\_ Signature of Division Head / Signature du chef de la division: \_\_\_\_\_ Date (YYAA-MM-DJ): \_\_\_\_\_  
 No criminal record / Aucun casier judiciaire  A possible criminal record #: / Numéro du casier judiciaire possible : \_\_\_\_\_ Last entry: / Dernière entrée : \_\_\_\_\_  
 An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance : \_\_\_\_\_  
**SIGNATURES**  
Approved / Approuvée  Not approved / Non approuvée  The individual has been advised. – Le demandeur a été informé de la décision.  Yes / Oui  No / Non By: / Par : \_\_\_\_\_  
Security Intelligence Officer / Agent de renseignements de sécurité: \_\_\_\_\_ Date (YYAA-MM-DJ): \_\_\_\_\_ Institutional Head / Directeur de l'établissement: \_\_\_\_\_ Date (YYAA-MM-DJ): \_\_\_\_\_ Visit Review Board / Comité des visites: \_\_\_\_\_ Date (YYAA-MM-DJ): \_\_\_\_\_