



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC

11 Laurier St. / 11 rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

## 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

This document contains a security requirement

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Centre Block Rehabilitation Project/Projet de  
réhabilitation de l'édifice du Centre

185 Sparks Street

185, rue Sparks

3rd Floor - 313/3ème étage - 313

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Confederation - Windows Phase 2	
<b>Solicitation No. - N° de l'invitation</b> EP788-180832/A	<b>Date</b> 2017-08-31
<b>Client Reference No. - N° de référence du client</b> EP788-180832	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$FP-003-73355
<b>File No. - N° de dossier</b> fp003.EP788-180832	<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 2017-09-21</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Groulx, Andy	<b>Buyer Id - Id de l'acheteur</b> fp003
<b>Telephone No. - N° de téléphone</b> (613) 990-4102 ( )	<b>FAX No. - N° de FAX</b> (613) 990-4447
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC / TPSGC Operations-Confederation BLDG. 229 Wellington Street Ottawa, ON K1A 0H9 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> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## INVITATION TO TENDER

### Confederation Building - Window Frame Stabilization and Sash Rehabilitation Phase II

## IMPORTANT NOTICE TO BIDDERS

### TWO-ENVELOPE BID

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

### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

#### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- Promptness: The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- Transparency: The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- Shared responsibility: Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices.

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgence-disclosure/psdic-ppci-eng.html>

### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult “Special Instruction to Bidders”, SI12, “Industrial Security Related Requirements” and “Supplementary Conditions” SC01 “Industrial Security Related Requirements, Document Safeguarding Location”.

### SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Bidder's commitment to hire and train apprentices is available on Appendix 3.

### 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 TERMINOLOGY

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

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### R2710T GENERAL INSTRUCTIONS TO BIDDERS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2017-04-27)

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

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

- GI01 Integrity Provisions - Bid
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## **BID AND ACCEPTANCE FORM (BA)**

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## **ANNEX C SECURITY REQUIREMENT CHECK LIST (SRCL)**

## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain a Contractor to provide construction services for the project as set out in this Invitation to tender (ITT).
2. Bidders responding to this ITT are requested to submit a full and complete quotation refer to SI05 'Submission of Bid'.

### SI02 BID DOCUMENTS

1. The following are the Bid Documents:
  - a. Invitation to Tender - Page 1;
  - b. Special Instructions to Bidders;
  - c. General Instructions - Construction Services - Bid Security Requirements R2710T (2017-04-27)
  - d. Clauses & Conditions identified in "Contract Documents";
  - e. Drawings and Specifications;
  - f. Bid and Acceptance Form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

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

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

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Invitation to Tender - Page 1 or at e-mail address [andy.groulx@tpsgc-pwgsc.gc.ca](mailto:andy.groulx@tpsgc-pwgsc.gc.ca) as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Authority will 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 must be directed ONLY to the Contracting Authority named in paragraph 1 above. Failure to comply with this requirement may result in the bid being declared non-responsive.

### SI04 OPTIONAL SITE VISIT

There will be a site visit on September 14, 2017 at 10:00 AM. Interested bidders are to meet at security desk of the Confederation Building, 229 Wellington St, Ottawa, Ontario.

Safety Attire – None required

Due to the nature of the requirement and in order to gain access to the building, all bidders must submit the name (legal name) and date of birth of each individual that will be attending the site visit.

This information is to be submitted to the Contracting Authority by email at the following email address: [andy.groulx@tpsgc-pwgsc.gc.ca](mailto:andy.groulx@tpsgc-pwgsc.gc.ca) no later than Friday September 12, 2017 at 12:00 pm (noon), as this information must be verified and confirmed through CISD.

You will only be advised if a name is provided and CANNOT access the site visit, if no response is sent back to you, it confirms that the individual has the proper clearance to participate.

It is the responsibility of the bidders to ensure that the Contracting Authority is in receipt of this information by the date and time specified. All contractor personnel/individuals that bidders plan on sending to attend the site visit must be cleared prior to attending. No personnel/individuals will be permitted to access the site without the mandatory security check.

#### **SI05 SUBMISSION OF BID**

Section GI09 of R2710T is replaced by the following:

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

#### **SI06 REVISION OF BID**

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

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

- a. REVISED ENVELOPPE 1- QUALIFICATION and/or REVISED ENVELOPPE 2 – PRICE,
- b. Solicitation Number, and
- c. Name of Bidder

**SI07 OPENING OF BIDS / EVALUATION**

1. There will be no public opening at bid deposit time.
2. Envelope 1 - Qualifications - will be opened privately. This envelope will be opened first to evaluate the submittal requirements. Requirements will be evaluated on a Pass or Fail basis. Failure to meet any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid. Envelope 2 will be returned to the bidder.
3. Envelope 2 - Price: Only those envelopes from Bidder's that meet the mandatory requirements of the Qualifications shall be opened. Envelope 2 submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.
4. The responsive bid carrying the lowest price will be recommended for contract award.
5. Bid results may be obtained from the Contracting Authority named on the cover page of the Invitation to tender following completed evaluation.

**SI08 COMPLETION OF SUBMISSION**

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

**SI09 INSUFFICIENT FUNDING**

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

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid.

**SI10 DEBRIEFINGS**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

**SI11 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above 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. above is not accepted in writing by all those who submitted bids then Canada will, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or

b. cancel the invitation to tender.

4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T

## SI12 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Bidder's non-compliance with the mandatory security requirement.

## SI13 WEB SITES

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

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&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 PWGWSC-TPSGC 506)

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

Standard Acquisition Clauses and Conditions (SACC) Manual

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

PWGSC, Industrial Security Services

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

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

Construction and Consultant Services Contract Administration Forms Real Property Contracting

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



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Declaration Form

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

## CONTRACT DOCUMENTS (CD)

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

GC1 General Provisions	R2810D	(2017-08-17);
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	R2882D	(2016-01-28);
GC9 Contract Security	R2890D	(2014-06-26);
GC10 Insurance	R2900D	(2014-06-26);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
  - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and acceptance of the bid; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

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

1. The Contractor/Offeree personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada** (PWGSC).
2. The Contractor/Offeree must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex C.

### SC02 LIMITATION OF LIABILITY

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

GC1.6 Indemnification by the Contractor

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

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

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

**SC03 INSURANCE TERMS****1) Insurance Contracts**

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

**2) Period of Insurance**

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

**3) Proof of Insurance**

- (a) Before commencement of the Work, and no later than thirty (30) days after contract award, 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 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”:

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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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## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

Confederation Building - Window Frame Stabilization and Sash Rehabilitation Phase II  
Confederation Building, 244 Wellington St, Ottawa, Ontario, K0A 0A6

### BA02 BUSINESS NAME AND ADDRESS OF BIDDER

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

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

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

E-Mail address: \_\_\_\_\_

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

### BA03 THE OFFER

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

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

### BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

### BA05 ACCEPTANCE AND CONTRACT

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

### BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work within One Hundred fifty-six weeks from the date of notification of acceptance of the offer.

### BA07 BID SECURITY

The Bidder must enclose bid security with its bid in accordance with GI08 - R2710T - General Instructions - Construction Services - Bid Security Requirements.

### BA08 SIGNATURE

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX 1 - INTEGRITY PROVISIONS

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

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

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

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

## APPENDIX 2 - 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			



## APPENDIX 3 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

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

1. To encourage employers to participate in apprenticeship training, Bidders 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 on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign page 2 of 2

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

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### Voluntary Certification

(To be filled out and returned with bid on a voluntary basis)

(page 2 of 2)

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

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

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

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

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

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

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

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

Trades of those apprentices:

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## APPENDIX 4 - QUALIFICATION FORM

### PART 1- "BID FORM FOR CONTRACTOR QUALIFICATIONS"

#### Definitions

**Bidder:** means the person or entity (or in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

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

**Completed Project(s):** means a construction project that has reached completion and that the Client has taken over the built work. (A completed phase of a project may qualify as a "completed project" provided it has reached completion and where the client has taken over the built work. The completed phase must meet the specified requirements for project dollar value and type of construction.)

**Heritage Wood Window:** means a double-hung or single-hung wood window, counterbalanced with weights, in a historic building assembled with traditional joinery.

**Historic Building:** means a building 40 years of age or older that incorporate significant architectural features.

**Site Superintendent:** In accordance with Public Works and Government Services Canada General Conditions - PWGSC GC2.6 (2007-05-25) the Superintendent shall be in full charge of the operations of the Contractor during the performance of Work and shall be authorized to accept on behalf of the Contractor any notice, order or other communication given to the Superintendent or the Contractor relating to the Work.

**Total Value:** means the final cost of the contract between the Client and the firm.

**Traditional Joinery:** means a wood joint assembled using only wood elements as in a mortice and tenon.

**Splice(ing) repair:** to joint two pieces of wood by overlapping.

**Dutchman repair:** a piece of wood that replaces a damaged or missing area of wood.

**Table of Contents**

Submit all required information to complete the qualification submission in accordance with SI04

1.	<b>SECTION A</b>	<b>Contractor Declaration</b>
2.	<b>SECTION B</b>	<b>Heritage Wood Window Contractor Experience</b>
3.	<b>TABLE B</b>	<b>Heritage Wood Window Contractor Experience</b>
4.	<b>SECTION C</b>	<b>Site Superintendent</b>
5.	<b>TABLE C</b>	<b>Site Superintendent Experience</b>
6.	<b>SECTION D</b>	<b>Shop Foreperson</b>
7.	<b>TABLE D</b>	<b>Shop Foreperson Experience</b>
8.	<b>SECTION E</b>	<b>Glazier</b>
9.	<b>TABLE E</b>	<b>Glazier Experience</b>
10.	<b>SECTION F</b>	<b>Painter</b>
11.	<b>TABLE F</b>	<b>Painter Experience</b>
12.	<b>TABLE G</b>	<b>Client Reference Form For Bidder Project No. 1</b>
13.	<b>TABLE H</b>	<b>Client Reference Form For Bidder Project No. 2</b>

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## **Section A Contractor Declaration**

### **DECLARATION – Contractor**

**Indicate if you are:**

☐ **Heritage Wood Window Contractor**

☐ **General Contractor with a Heritage Wood Window Contractor as a sub-contractor**

I, the undersigned, being a principal of the bidder, hereby certify that the information given in Tables B, through to and including Table E is accurate to the best of my knowledge.

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

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

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

---

## Section B Heritage Wood Window Contractor Experience

1. The **Heritage Wood Window** Contractor must have two (2) **completed projects**:
2. The following criteria must be demonstrated for the **Completed Project**:
  1. The **Completed Projects** must collectively demonstrate all of the **Heritage Wood Window** repair criteria as listed in Table B with each project having a minimum value of \$300,000 (Excluding PST/GST/HST)
  2. One **Completed Project** must have been completed within the last five (5) years. (August 2012)
  3. Complete and submit the Client Reference Forms (Tables E and F). The Completed Projects must be the same **Completed Projects** shown in Table B
3. The **Heritage Wood Window** Contractor must demonstrate in Table B that they have the required experience, respecting *The Standards and Guidelines for the Conservation of Historic Places in Canada*, of all of the following tasks collectively within Project #1 and Project #2:
  - Epoxy consolidation and patching of wood frames and sashes;
  - **Splicing and dutchman repair** to wood frames and sashes;
  - Fabrication and replacement of wood sashes and sash components using **Traditional Joinery**;
  - Fabrication and replacement of wood frame components, mouldings and parting strips;
  - Paint removal using infrared stripper, heat gun or steam;
  - Use of linseed oil based glazing putty and paint system;
  - Photographic and written documentation.

**Table B, Projects #1 and Project #2, must be completed in order for the Tender to be considered responsive.**

**TABLE B Heritage Wood Window Contractor Experience**

**Project #1**

\* Project Name

\* Total Value of the Heritage wood window component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

**Please check each technical discipline used for this project**

Epoxy consolidation and patching of wood frames and sashes. **yes** ☐ **no** ☐ \*\*

**Splicing and Dutchman Repair** to wood frames and sashes **yes** ☐ **no** ☐ \*\*

Fabrication and replacement of wood sashes and sash components using **Traditional Joinery**

**yes** ☐ **no** ☐ \*\*

Fabrication and replacement of wood frame components, mouldings and parting strips. **yes** ☐ **no** ☐ \*\*

Paint removal using infrared stripper, heat gun or steam. **yes** ☐ **no** ☐ \*\*

Use of linseed oil based glazing putty and paint system. **yes** ☐ **no** ☐ \*\*

Photographic and written documentation. **yes** ☐ **no** ☐ \*\*

\*\* One of the **yes** ☐ **no** ☐ boxes must be completed for each of the identified disciplines above. Incomplete fields may render your bid non-responsive.

\* **Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**TABLE B Heritage Wood Window Contractor Experience****Project #2**

\* Project Name

\* Total Value of the Heritage wood window component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

**Please check each technical discipline used for this project**Epoxy consolidation and patching of wood frames and sashes. **yes** ☐ **no** ☐ \*\***Splicing** and **dutchman repair** to wood frames and sashes **yes** ☐ **no** ☐ \*\*Fabrication and replacement of wood sashes and sash components using **Traditional Joinery****yes** ☐ **no** ☐ \*\*Fabrication and replacement of wood frame components, mouldings and parting strips. **yes** ☐ **no** ☐ \*\*Paint removal using infrared stripper, heat gun or steam. **yes** ☐ **no** ☐ \*\*Use of linseed oil based glazing putty and paint system. **yes** ☐ **no** ☐ \*\*Photographic and written documentation. **yes** ☐ **no** ☐ \*\*\*\* One of the **yes** ☐ **no** ☐ boxes must be completed for each of the identified disciplines above. Incomplete fields may render your bid non-responsive.\* **Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.



**Section C Site Superintendent**

1. The **Site Superintendent** must have a minimum of ten (10) years experience in the overall management of Heritage construction projects.
2. The Site Superintendent must have two (2) **Completed Projects** each of which meets the following criteria:
  1. The **Completed Projects** must each have a minimum value of \$300,000 (Excluding PST/GST/HST)
  2. One **Completed Project** must have been completed within the last five (5) years (August, 2012).
  3. One **Completed Project** must have been in an occupied building.

The **Heritage Wood Window** Contractor may include a **Site Superintendent** who possesses the required experience on projects done under another general contractor.

**Table C, Project #1 and Project #2, must be completed in order for the Tender to be considered responsive.**

**TABLE C Site Superintendent Experience**

\* Name of **Site Superintendent** to be used on this project: \_\_\_\_\_

1. Does the **Site Superintendent** have a minimum of ten (10) years experience in the overall management and scheduling of construction projects?

\* YES\_\_\_ NO\_\_\_

2. Identify projects for **Superintendent Experience**:

**Project #1**

\* Project Name

\* Total Value of the **Heritage Wood Window** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\***Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

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## Project #2

\* Project Name

\* Total Value of the **Heritage Wood Window** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\* **Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**Section D Shop Foreperson**

1. The **Shop Foreperson** must have a minimum of ten (10) years experience in window rehabilitation and installation of Heritage windows.
2. The **Shop Foreperson** must have two (2) **Completed Projects** each of which meets the following criteria:
  1. The **Completed Projects** must each have a minimum value of \$300,000 (Excluding PST/GST/HST)
  2. One **Completed Project** must have been completed within the last five (5) years (August, 2012).

The **Heritage Wood Window** Contractor may include a **Shop Foreperson** who possesses the required experience on projects done under another general contractor.

**Table D, Project #1 and Project #2, must be completed in order for the Tender to be considered responsive.**

**TABLE D Shop Foreperson Experience**

\* Name of **Shop Foreperson** to be used on this project: \_\_\_\_\_

1. Does the **Shop Foreperson** have a minimum of ten (10) years experience in the overall management and scheduling of construction projects?

\* YES\_\_\_ NO\_\_\_

2. Identify projects for **Shop Foreperson Experience**:

**Project #1**

\* Project Name

\* Total Value of the **Heritage Wood Window** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\***Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

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## Project #2

\* Project Name

\* Total Value of the **Heritage Wood Window** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\* **Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**Section E Glazier**

1. The **Glazier** must have a minimum of five (5) years experience in window glazing of Heritage Windows.
2. The **Glazier** must have two (2) **Completed Projects** each of which meets the following criteria:
  1. The **Completed Projects** must each have a minimum value of \$150,000 (Excluding PST/GST/HST)

The **Heritage Wood Window** Contractor may include a **Glazier** who possesses the required experience on projects done under another general contractor.

**Table E, Project #1 and Project #2, must be completed in order for the Tender to be considered responsive.**

**TABLE E Glazier Experience**

\* Name of **Glazier** to be used on this project: \_\_\_\_\_

1. Does the **Glazier** have a minimum of five (5) years experience in window glazing?

\* **YES**\_\_\_ **NO**\_\_\_

2. Identify projects for **Glazier Experience**:

**Project #1**

\* Project Name

\* Total Value of the **Glazing** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\***Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.



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## Project #2

\* Project Name

\* Total Value of the **Glazing** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\* **Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**Section F Painter**

1. The **Painter** must have a minimum of five (5) years experience in painting heritage windows with linseed oil paint.
2. The **Painter** must have two (2) **Completed Projects** each of which meets the following criteria:
  1. The **Completed Projects** must each have a minimum value of \$150,000 (Excluding PST/GST/HST)

The **Heritage Wood Window** Contractor may include a **Painter** who possesses the required experience on projects done under another general contractor.

**Table E, Project #1 and Project #2, must be completed in order for the Tender to be considered responsive.**

**TABLE F Painter Experience**

\* Name of **Painter** to be used on this project: \_\_\_\_\_

1. Does the **Painter** have a minimum of five (5) years experience in window glazing?

\* **YES**\_\_\_ **NO**\_\_\_

2. Identify projects for **Painter Experience**:

**Project #1**

\* Project Name

\* Total Value of the **Painting** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\***Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

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## Project #2

\* Project Name

\* Total Value of the **Painting** component of the work (Excluding PST/GST/HST)

Street Address

\* (Number and Name)

\* City

Country

\* Start Date (Month Year)

\* Completion Date (Month Year)

\* Project Description

\* **Client** Organization Name

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

## TABLE G

### CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 1 (1 page) (Must be same Project #1 as Table B)

#### Client Letter of Reference

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_, \*

executed the work for the following project which included **Heritage Wood Window** work.

#### Project Details:

Project name: \_\_\_\_\_, \*

-

Project Location (street address & city): \*

\_\_\_\_\_ \*

I hereby certify the information provided in this client reference form to be true and factual.

_____*	_____	_____*
<b>Client Name</b>	<b>Title</b>	<b>Signature</b>

_____*	_____	_____*
<b>Client Organization Name</b>	<b>Telephone</b>	<b>Date</b>

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**Heritage Wood Window:** means a double-hung or single-hung wood window, counterbalanced with weights, in a historic building assembled with traditional joinery.

**Historic Building:** means a building 40 years of age or older that incorporate significant architectural features.

**Traditional Joinery:** means a wood joint assembled using only wood elements as in a mortice and tenon.

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## TABLE H

### CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 2 (1 page) (Must be same Project #2 as Table B)

#### Client Letter of Reference

The project that is presented by the **Bidder** shall demonstrate the following requirements:

This hereby confirms that the following contractor \_\_\_\_\_,\*

executed the work for the following project which included **Heritage Wood Window** work.

#### Project Details:

Project Location (street address & city):\*

\_\_\_\_\_\*

I hereby certify the information provided in this client reference form to be true and factual.

_____*	_____*	_____*
Client Name	Title	Signature

_____*	_____*	_____*
Client Organization Name	Telephone	Date

\* Mandatory fields that must be completed. Incomplete fields may render your bid non-responsive.

**Heritage Wood Window:** means a double-hung or single-hung wood window, counterbalanced with weights, in a historic building assembled with traditional joinery.

**Historic Building:** means a building 40 years of age or older that incorporate significant architectural features.

**Traditional Joinery:** means a wood joint assembled using only wood elements as in a mortice and tenon.

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

Page 1 of 2

Travaux publics et  
Services gouvernementaux  
CanadaPublic Works and  
Government Services  
Canada

Description and Location of Work	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				
<i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		
<b>Pollution Liability</b>				\$1,000,000 X Per Incident X 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)

Signature

Telephone number

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 Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting 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>).

## Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than **\$1,000,000** per incident or occurrence and in the aggregate.



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

*(This report is not required at bid deposit)*

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

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

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

Number of apprentices hired	Trade

Solicitation No. - N° de l'invitation

EP788-180832

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

20180832

Amd. No. - N° de la modif.

File No. - N° du dossier

fp003EP788-180832

Buyer ID - Id de l'acheteur

fp003

CCC No./N° CCC - FMS No./N° VME

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

# Annex C

JUL 20 2017



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## SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

#### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada 2. Branch or Directorate / Direction générale ou Direction PPB

3. a) Subcontract Number / Numéro du contrat de sous-traitance 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
Procurement of a Contractor to provide services required for Phase 2 of windows rehabilitation of the remaining 638 windows not rehabilitated during Phase 1, at the Confederation Building.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☒ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☒ No Non ☐ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☐ No Non ☒ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☒ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☐ NATO / OTAN ☐ Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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### PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

### PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐

RELIABILITY STATUS  
COTE DE FIABILITÉ

☐

CONFIDENTIAL  
CONFIDENTIEL

☐

SECRET  
SECRET

☐

TOP SECRET  
TRÈS SECRET

☐

TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT

☐

NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐

NATO SECRET  
NATO SECRET

☐

COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☒

SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

### PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

#### INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

#### PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

#### INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).