

INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

TWO-ENVELOPE BID

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

DIRECT DEPOSIT

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact Sylvie Lagacé at sylvie.lagace@pc.gc.ca in order to obtain a Direct Deposit enrollment form.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

INTEGRITY PROVISIONS - BID

Important changes have been made to the Integrity Provisions - Bid as of April 4th 2016. See GI01, Integrity Provision-Bid of R2710T of the General Instructions for more information.

TABLE OF CONTENTS

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

- SI01 Integrity Provisions – Declaration of Convicted Offences
- SI02 Bid Documents
- SI03 Enquiries during the Solicitation Period
- SI04 Optional Site visit
- SI05 Submission of Bid
- SI06 Revision of Bid
- SI07 Opening of Bids
- SI08 Completion of Submission
- SI09 Insufficient Funding
- SI10 Bid Validity Period
- SI11 Construction Documents
- SI012 Web Sites

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

(2017-04-27) 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
- GI03 Identity or Legal Capacity of the Bidder
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Registry and Pre-qualification of Floating Plant
- GI07 Listing of Subcontractors and Suppliers
- GI08 Bid Security Requirements
- GI09 Submission of Bid
- GI10 Revision of Bid
- GI11 Rejection of Bid
- GI12 Bid Costs
- GI13 Procurement Business Number
- GI14 Compliance with Applicable Laws
- GI15 Approval of Alternative Materials
- GI16 Performance Evaluation
- GI17 Conflict of Interest-Unfair Advantage
- GI18 Code of conduct for procurement - bid

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Security Related Requirements, Documents Safeguarding
- SC02 Insurance Terms

CONTRACT DOCUMENTS (CD)

BID AND ACCEPTANCE FORM (BA)

- BA01 Identification
- BA02 Business Name and Address of Bidder
- BA03 The Offer
- BA04 Bid Validity Period
- BA05 Acceptance and Contract
- BA06 Construction Time
- BA07 Bid Security
- BA08 Signature

APPENDIX 1 – COMBINED PRICE FORM

APPENDIX 2 – INTEGRITY PROVISIONS – LIST OF NAMES

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE’S AUTHORITY

APPENDIX 4 – QUALIFICATION FORM

ANNEX A – CERTIFICATE OF INSURANCE

ANNEX B – ATTESTATION FORM OHS

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI01 of the Declaration of Convicted Offences, paragraph 3 (copied below) of the General Instructions R2710T, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

a. *Declaration of Convicted Offences*

with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

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>

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than 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 Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI04 OPTIONAL SITE VISIT

There will be a site visit on **September 21, 2017 at 12:00 PM (noon) EDT.**

Location: 22 Poonamalie Rd, Smiths Falls, ON, K7A 5B8

Meeting point: Lock operator building adjacent to the lock

It is recommended to confirm your attendance prior to ensure the visit will take place. Bidders are requested to communicate with the Contracting Authority no later than one (1) open day before to confirm attendance and provide the name of the person or persons who will attend. No other appointment will be given to bidders who do not joint the visit. Bidders who do not joint the appointment will still be able to bid. Any clarifications or changes to the solicitation following the visit will be included in the bid solicitation, as an amendment.

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 (Appendix 4), 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), Combined Price Form, and Bid Security if applicable, shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
 - a. ENVELOPE 2 - PRICE;
 - b. Solicitation Number; and
 - c. Name of Bidder.
5. Timely and correct delivery of bids is the sole responsibility of the Bidder.

SI06 REVISION OF BID

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

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

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

SI07 OPENING OF BIDS / Evaluation

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

SI08 BID RESULTS

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

- 1) In the event that the lowest compliant bid exceeds the amount of funding Canada has allocated for the construction phase of the work
 - (a) by 15% or less, Canada, at its sole discretion, shall either
 - (i) Cancel the solicitation; or
 - (ii) Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
 - (iii) Revise the scope of the work accordingly and negotiate, with the Bidder submitting the lowest compliant bid, a corresponding reduction in its bid price.
 - (b) by more than 15%, Canada, at its sole discretion, shall either
 - (i) Cancel the solicitation; or
 - (ii) Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
 - (iii) Revise the scope of the work accordingly and invite those who submitted compliant bids at the original solicitation to re-bid the work.
- 2) If negotiations or a re-bid are undertaken as is contemplated in subparagraphs 1)(a)(iii) or 1)(b)(iii) above, Bidders shall retain the same subcontractors and suppliers as they carried in their original bids.
- 3) If Canada elects to negotiate a reduction in the bid price as is contemplated in subparagraph 1)(a)(iii) herein and the negotiations fail to reach an agreement, Canada shall then exercise either of the options referred to subparagraphs 1)(a)(i) or 1)(a)(ii)

SI10 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 SI08 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 SI08 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.

SI11 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided with one (1) paper copy or one (1) digital copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Obtaining more copies shall be the responsibility of the Contractor including costs.

SI12 WEB SITES

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=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>

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

There is no document security requirement applicable to this Contract.

SC02 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.

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	(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	R2865D	(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.

BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

- 1) Project: Poonamalie Lock 32 Heritage Masonry Repairs – Rideau Canal NHS;
- 2) Solicitation number: 5P201-17-5163/A.

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

BA03 THE OFFER

The Bidder offers to Her Majesty the Queen in right of Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **TOTAL BID AMOUNT INDICATED IN APPENDIX 1**.

BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of (thirty) (30) 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 DURATION OF CONTRACT

The Contractor shall complete and perform all the work from the contract award to May 3rd, 2019.

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.

BA08 SIGNATURE

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

Signature

Date

APPENDIX 1 – COMBINED PRICE FORM (4 pages)

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

(a) Work included in the Lump Sum Amount represents all work not included in the unit price table

- 1) Work included in each item is as described in the referenced specification section.
- 2) For all items, costs shall include for both Phases of work. Where noted, cost breakdown of each Phase shall be provided. See drawing S02 and specification section 01 10 00 for a description of the Phases of work.

No.	Specification Reference	Class of Labour, Plant or Material	Unit of Measure	Total HST Extra
.1	01 10 00	Mobilization: Includes any and all components set-up to facilitate the Work, including Bonds, but excluding scaffolding.		
		a) Phase 1	Lump Sum	\$ _____
		b) Phase 2	Lump Sum	\$ _____
.2	01 10 00	Demolition: Include any and all component dismantling and removal from area of Work.	Lump Sum	\$ _____
.3	01 10 00	All other items not identified in the bid form but are specified, indicated or implied in the Contract Documents and/or are required to complete the job in its entirety including the cost of all permits and other fees.	Lump Sum	\$ _____
.4	01 35 43	All Environmental Measures, not included elsewhere in the Bid Forms.	Lump Sum	\$ _____
.5	01 54 23	Supply, install and maintain scaffolding. Include access stairs, anchorage, and temporary fall protection. Include for removal at completion of project. Installation is 65% of lump sum and removal is 35% of lump sum.		
		a) Phase 1	Lump Sum	\$ _____
		b) Phase 2	Lump Sum	\$ _____
.6	31 23 19	Supply, install and maintain cofferdams and turbidity curtains at Lock. Include for dewatering of floor of lock. Include for removal of cofferdam and turbidity curtains. Removal to be no more than 35% of lump sum.	Lump Sum	\$ _____
.7	31 3 19	a) Phase 1: Install timber stop logs in inlet canal. Install stop logs in log gains at the lock so work can extend beyond March 14, 2018. Include for dewatering after cofferdam is removed and removal of stop logs and returning to PCA.	Lump Sum	\$ _____
		b) Phase 2: Install stop logs in log gains at the lock. Include for dewatering of lock chamber and removal of stop logs at the end of the project	Lump Sum	\$ _____

		and returning to PCA.		
.8	01 51 23 01 56 00	Provide housing, hoarding, fencing, tarpaulins and temporary structures for security, safety and Work enclosure. a) Phase 1 b) Phase 2	Lump Sum Lump Sum	\$ _____ \$ _____
.9	01 51 23	Heating: Includes any and all fuels/electricity for the heaters and rental cost of the heaters.	Lump Sum	\$ _____
.10	Varies	Install temporary staging area and access roadways, as per drawing S01. Remove after completion and restore lawn.	Lump Sum	\$ _____
.11	05 50 00	Remove existing ladders in Lock, provide new ladders, galvanized and painted, see drawing S03.	Lump Sum	\$ _____
.12	04 03 07	Perform 100% raking out and repointing to all mortar joints, in all Lock walls noted on drawings, including upstream and downstream approach walls, and at rear of lock wall where noted. Completion of raking out, backpointing and finishpointing as per 07/S04 and 08/S04.	Lump Sum	\$ _____
.13	04 03 07	Perform 100% raking out and repointing to all mortar joints on Lock floor, where existing floor is flagstone. See hatched area on drawing S02.	Lump Sum	\$ _____
.14	04 03 07	Perform 100% raking out and repointing with mortar in capstone skyward facing joints, (In contract area only, including flagstones) see details 02/S04.	Lump Sum	\$ _____
.15	04 03 07	Perform 100% raking out and repointing to sluice tunnels and vents. Completion of raking out, backpointing and finishpointing as per 07/S04 and 08/S04. Include removal of steel brace.	Lump Sum	\$ _____
.16	04 03 07	Dismantle and rebuild wall at downstream west approach wall. See detail 09/S05.	Lump Sum	\$ _____
.17	31 00 00 32 92 23	Excavation, backfill and sod to provide access for all below grade repointing at Lock and at rear of downstream wall to rebuild and as noted behind lock and wing wall, see drawing S02 and S03. Include all geotextile and bentonite.	Lump Sum	\$ _____
.18	03 10 00 03 20 00 03 30 00	Concrete pad repairs as shown on drawing 10/S05. See also note 18 on drawing S01.	Lump Sum	\$ _____
.19	01 35 43	Cleaning of stone prior to commencement of work and after masonry work is complete. Include for removal of zebra mussels and algae from walls at beginning of work.	Lump Sum	\$ _____
.20	01 10 00 32 92 23	Demobilization: Includes any and all component removal, cleanup, landscaping and reinstatement of components disturbed by the Work. Demobilization to be 35% of mobilization fee. a) Phase 1 b) Phase 2	Lump Sum Lump Sum	\$ _____ \$ _____
TOTAL LUMP SUM AMOUNT (TLSA) Excluding applicable tax(es)				\$ _____

Note: Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications.

UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) The price per Unit and the Estimated Total Price must be entered for each item listed.
- (b) Work included in each item is as described in the referenced specification section.

No.	Specification Reference	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity (A)	Price per Unit GST/HST Extra (B)	Estimated Total GST/HST Extra C=(AxB)
.21	04 03 07	Remove and reset displaced stones including consolidation, collar joints, bedding mortar, and pointing. See 09/S04.	Sq. m	9.5	\$ _____	\$ _____
.22	04 03 07	Remove and reset displaced flagstones, including bedding mortar, pins and pointing. Average stone size: 300x600x 150dp. See 09/S04, similar. For location, see Note 15 on drawing S02.	Sq. m	5.0	\$ _____	\$ _____
.23	04 03 42	New Stone: Remove and replace with new stone unit. Including all required consolidation, collar joints, bedding mortar and pointing. Assume stone depth of 600mm for walls	Sq. m	4.0	\$ _____	\$ _____
.24	04 03 42	New stone to fill gap at lock wall base. Assume stone size of 600x100x300dp. See 01/S03 and 02/S03.	Sq. m	1.5	\$ _____	\$ _____
.25	04 03 41	Dutchman Repair (Large): Average size: 800x400mm. Include all required collar joints, bedding mortar, pointing, and pins. See 05/S04. a) Lock (200mm dp) b) Lock (125mm dp)	Sq. m Sq. m	77.0 70.0	\$ _____ \$ _____	\$ _____ \$ _____
.26	04 03 41	Dutchman Repair (Small) Average size: 300x160x100mm deep. Including all required collar joints, bedding mortar, pointing and pins. See 04/S04.	Sq. m	14.0	\$ _____	\$ _____
.27	04 03 41	Dutchman Repair (Edge) Average size: 1500x100x125mm deep. Including all required collar joints, bedding mortar, pointing and pins. See 03/S05.	Sq. m	6.5	\$ _____	\$ _____
.28	03 30 00	Shallow concrete repair on wall surface as per 04/S05.	Sq. m	5.0	\$ _____	\$ _____
.29	03 30 00	Deep concrete repair on wall surface as per 05/S05.	Sq. m	4.0	\$ _____	\$ _____

.30	04 03 41	In-situ Fracture Repair: In-situ repair to fractured limestone units. Including all pinning and stone repair. See 01/S04.	Each	40	\$ _____	\$ _____
.31	04 03 41	Remove existing steel inserts and repair with Dutchman plugs.	Each	40	\$ _____	\$ _____
.32	04 03 07	Grouting of wall core, including installation and removal of tubing. See 08/S04. a) Install grout at Lock (Measurement to be verified daily).	Liters	6000	\$ _____	\$ _____
.33	03 30 00	Skyward concrete repairs as per drawing 10/S04.	Sq. m	8.0	\$ _____	\$ _____
.34	01 35 43	Removal of debris and material from Lock floor. Does not include mortar or stone waste.	Cubic m	12	\$ _____	\$ _____
TOTAL EXTENDED AMOUNT (TEA) Excluding applicable tax(es)						\$ _____

TOTAL BID AMOUNT (TLSA +TEA) Excluding applicable tax(es)						\$ _____
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APPENDIX 3

Contracting Authority is:

Name: Sylvie Lagacé

Title: Advisor, Procurement and Contracting

Department: Procurement and Contracting Branch

Division: Chief Financial Officer Directorate

Address: 3, passage du Chien-d'Or, Quebec, QC, G1R 3Z8

Telephone: 418-648-5006

Email: sylvie.lagace@pc.gc.ca

Technical Authority is:

--- TO BE PROVIDED AT CONTRACT AWARD ---

Name:

Title:

Department: Parks Canada

Division:

Address:

Telephone:

Email:

APPENDIX 4 – QUALIFICATION FORM (21 Pages)

Bidder Qualifications **Mandatory Qualifications and Submission Forms**

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): 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.)

Replace: To remove identified items and install new versions to same size, material, finish and quality, unless otherwise indicated.

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

MANDATORY REQUIREMENTS:

Submit all required information to complete the qualification submission in Envelope One.

1. Section 1.1.A Contractor Declaration
2. Section 1.1.H Heritage Masonry Contractor Experience
3. Table 1.1.H Heritage Masonry Contractor Experience – Project No. 1
4. Table 1.1.H Heritage Masonry Contractor Experience – Project No. 2
5. Table 1.1.H Heritage Masonry Contractor Experience – Project No. 3
6. Table 1.1.I Client Reference Form for Bidder Project No. 1
7. Table 1.1.J Client Reference Form for Bidder Project No. 2
8. Table 1.1.K Client Reference Form for Bidder Project No. 3
9. Section 1.1.L Site Superintendent Experience
10. Table 1.1.L Site Superintendent Experience – Project No. 1
11. Table 1.1.L Site Superintendent Experience – Project No. 2
12. Table 1.1.L Site Superintendent Experience – Project No. 3
13. Section 1.1.M Principal Stone Mason Experience
14. Table 1.1.M Principal Stone Mason Experience – Project No. 1
15. Table 1.1.M Principal Stone Mason Experience – Project No. 2
16. Table 1.1.M Principal Stone Mason Experience – Project No. 3
17. Table 1.1.N Individual Responsible for Mixing Mortar – Project No. 1
18. Table 1.1.N Individual Responsible for Mixing Mortar – Project No. 3
19. Table 1.1.N Individual Responsible for Mixing Mortar – Project No. 3

Section 1.1.A Contractor Declaration

DECLARATION – CONTRACTOR

Indicate if you are:

Heritage Masonry Contractor

General Contractor with a Heritage Masonry Contractor as a sub-contractor

I, the undersigned, being a principal of the bidder, hereby certify that the information given in Tables 1.1.H, through to and including Table 1.1.N 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 1.1.H Heritage Masonry Contractor Experience

1. The **Heritage Masonry** Contractor or Sub-trade Team must have three (3) **completed projects** that meet all criteria listed in Section 1.1.H.2.
2. The following criteria must be demonstrated for the **Completed Project**:
 - i. The **Completed Projects** must collectively demonstrate all of the **Heritage Masonry** criteria as listed in Table 1.1.H with each project having a minimum value of \$400,000 (Excluding tax).
 - ii. **Completed Projects** must have been completed within the last ten (10) years.
 - iii. Complete and submit the Client Reference Forms (Tables 1.1.I, 1.1.J and 1.1.K). The Completed Projects must be the same **Completed Projects** shown in Table 1.1.H.
3. The **Heritage Masonry** Contractor or Sub-trade Team must demonstrate in Table 1.1.H 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, #2 and Project #3:
 - Raking joints by hand;
 - Cutting stone;
 - Dutchman repairs;
 - Pinning techniques;
 - Historical repointing.

Table 1.1.H must be completed in order for the Tender to be considered responsive.

TABLE 1.1.H

Heritage Masonry Contractor Experience

Project #3

*Project Name:	
*Total value of the Historic Masonry Project (Excluding tax):	
* Street Address:	
*City:	
*Country:	
*Start Date (Month Year):	
*Completion Date (Month Year):	
*Project Description:	
* Client Organization Name:	
*Sub-trades (if applicable):	

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

- | | | | |
|-----------------------|------------------------------|-----------------------------|----|
| Raking joints by hand | yes <input type="checkbox"/> | no <input type="checkbox"/> | ** |
| Cutting stone | yes <input type="checkbox"/> | no <input type="checkbox"/> | ** |
| Dutchman repairs | yes <input type="checkbox"/> | no <input type="checkbox"/> | ** |
| Pinning techniques | yes <input type="checkbox"/> | no <input type="checkbox"/> | ** |
| Historical repointing | yes <input type="checkbox"/> | no <input type="checkbox"/> | ** |

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

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

Table 1.1.I

CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 1 (1 page)

(Must be same Project #1 as Table 1.1.H)

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 Masonry** 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.

_____ *	_____	_____ *
Client Name	Title	Signature

_____ *	_____	_____ *
Client Organization Name	Telephone	Date

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

Table 1.1.J

CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 2 (1 page)

(Must be same Project #2 as Table 1.1.H)

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 Masonry** 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.

_____*	_____*	_____*
Client Name	Title	Signature

_____*	_____*	_____*
Client Organization Name	Telephone	Date

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

Table 1.1.K

CLIENT REFERENCE FORM FOR BIDDER PROJECT No. 3 (1 page)

(Must be same Project #3 as Table 1.1.H)

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 Masonry** 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.

_____*	_____*	_____*
Client Name	Title	Signature

_____*	_____*	_____*
Client Organization Name	Telephone	Date

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

Section 1.1.L Masonry Site Superintendent Experience

1. The **Masonry Site Superintendent** must have a minimum of ten (10) years' experience in the overall management, sub-trade organization and scheduling of masonry projects.
2. The Masonry Site Superintendent must have three (3) **Completed Projects** each of which meets the following criteria:
 1. The **Completed Projects** must each have a minimum value of \$400,000 (Excluding tax).
 2. The **Completed Projects** must have been completed within the last ten (10) years.

The **Heritage Masonry as a sub-contractor** may include a **Site Superintendent** who possesses the required experience on projects done under another general contractor.

Table 1.1.L must be completed in order for the Tender to be considered responsive.

TABLE 1.1.L 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 Masonry component of the work (Excluding tax):	
*Street Address:	
*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 1.1.L Site Superintendent Experience

Project #2

* Project Name:	
* Total value of the Heritage Masonry (Excluding tax):	
*Street Address:	
*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 1.1.L Site Superintendent Experience

Project #3

* Project Name:	
* Total value of the Heritage Masonry (Excluding tax):	
*Street Address:	
*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 1.1.M Principal Stone Mason Experience

1. The **Principal Stone Mason** must have a minimum of ten (10) years' experience in the overall management, sub-trade organization and scheduling of masonry projects.
2. The Masonry Site Superintendent must have three (3) **Completed Projects** each of which meets the following criteria:
 1. The **Completed Projects** must each have a minimum value of \$400,000 (Excluding tax).
 2. The **Completed Projects** must have been completed within the last ten (10) years.

The **Heritage Masonry as a sub-contractor** may include a **Principal Stone Mason** who possesses the required experience on projects done under another general contractor.

Table 1.1.M must be completed in order for the Tender to be considered responsive.

TABLE 1.1.M Principal Stone Mason Experience

* Name of **Principal Stone Mason** to be used on this project: _____

1. Does the **Principal Stone Mason** have a minimum of ten (10) years' experience in the overall management and scheduling of construction projects?

* YES__ NO__

2. Identify projects for **Principal Stone Mason Experience**:

Project #1

* Project Name:	
* Total value of the Heritage Masonry component of the work (Excluding tax):	
*Street Address:	
*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 1.1.M Principal Stone Mason Experience

Project #2

* Project Name:	
* Total value of the Heritage Masonry (Excluding tax):	
*Street Address:	
*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 1.1.M Principal Stone Mason Experience

Project #3

* Project Name:	
* Total value of the Heritage Masonry (Excluding tax):	
*Street Address:	
*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 1.1.N Individual Responsible for Mixing Mortar Experience

* Name of **Individual Responsible for Mixing Mortar** to be used on this project: _____

1. Does the **Individual Responsible for Mixing Mortar** have a minimum of five (5) years' experience in the overall management and scheduling of construction projects?

* YES___ NO__

2. Identify projects for **Individual Responsible for Mixing Mortar Experience**:

Project #1

* Project Name:	
* Total value of the Heritage Masonry component of the work (Excluding tax):	
*Street Address:	
*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 1.1.N Individual Responsible for Mixing Mortar Experience

Project #2

* Project Name:	
* Total value of the Heritage Masonry (Excluding tax):	
*Street Address:	
*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 1.1.N Individual Responsible for Mixing Mortar Experience

Project #3

* Project Name:	
* Total value of the Heritage Masonry (Excluding tax):	
*Street Address:	
*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.

ANNEX A - CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
	Project No.

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 the Environment for the purposes of the Parks Canada Agency

Type of Insurance (Required when Checked)	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Umbrella/Excess Liability				\$	\$	\$
<input checked="" type="checkbox"/> Builder's Risk / Installation Floater				\$		
<input type="checkbox"/> Pollution Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/> Marine Liability				\$		
<input type="checkbox"/> Aviation Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

_____ Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	_____ Telephone Number
_____ Signature	_____ Date D / M / Y



CERTIFICATE OF INSURANCE

<p style="text-align: center;">General</p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p style="text-align: center;">Commercial General Liability</p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> (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. <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> (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. <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p style="text-align: center;">Builder's Risk / Installation Floater</p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>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.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>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.</p> <p>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).</p>
<p>Contractors Pollution Liability</p> <p>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.</p>	<p>Marine Liability</p> <p>The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the <i>Marine Liability Act</i>, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p>	<p>Aviation Liability</p> <p>The insurance coverage shall Include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.</p>

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____ Signature _____

Date _____