



## 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, Québec K1A 0S5

## 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 / Ce  
document contient une condition de sécurité

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

### Issuing Office - Bureau de distribution

Construction Services Division/Division des services  
de construction  
11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Canada day staging services	
<b>Solicitation No. - N° de l'invitation</b> C1111-170333/A	<b>Date</b> 2017-12-01
<b>Client Reference No. - N° de référence du client</b> C1111-170333	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$FG-343-73869
<b>File No. - N° de dossier</b> fg343.C1111-170333	<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 2018-01-09</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cook, Kristin	<b>Buyer Id - Id de l'acheteur</b> fg343
<b>Telephone No. - N° de téléphone</b> (873) 469-3452 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> 111 Wellington Street Ottawa, Ontario	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<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>

**INVITATION TO TENDER**  
Canada Day Staging Services  
111 Wellington Street  
Ottawa, Ontario

**IMPORTANT NOTICE 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/divulgate-disclosure/psdic-ppci-eng.html>

**THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT**

For further instructions please consult "Special Instruction to Bidders", SI08, "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>

**ADDITIONAL CONTRACT LANGUAGE**

Take note of the additional paragraph included in clause R2810D and R2890D identified in SC03.

## TABLE OF CONTENTS

### SPECIAL INSTRUCTIONS TO BIDDERS (SI)

- SI01 Bid Documents
- SI02 Enquiries during the Solicitation Period
- SI03 Site Visit
- SI04 Revision of Bid
- SI05 Bid Results
- SI06 Insufficient Funding
- SI07 Bid Validity Period
- SI08 Industrial Security Related Requirements
- SI09 Web Sites

### R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2017-09-21)

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

### CONTRACT DOCUMENTS (CD)

#### SUPPLEMENTARY CONDITIONS (SC)

- SC01 Industrial Security Related Requirements
- SC02 Insurance Terms
- SC03 Additional Contract Language
- SC04 Bid Evaluation
- SC05 Optional Canada Day Staging Services

#### 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 INTEGRITY PROVISIONS**

**APPENDIX 2 LISTING OF SUBCONTRACTORS**

**APPENDIX 3 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

**ANNEX A SECURITY REQUIREMENT CHECK LIST (SRCL)**

**ANNEX B CERTIFICATE OF INSURANCE**

**ANNEX C VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

**ANNEX D TERMS OF REFERENCE**

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

### **SI01 BID DOCUMENTS**

1. The following are the Bid Documents:

- a. Invitation to Tender - Page 1;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services - Bid Security Requirements R2710T (2017-09-21)
- 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.

1. 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>

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

Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Invitation to Tender - Page 1 [kristin.cook@tpsgc-pwgsc.gc.ca](mailto:kristin.cook@tpsgc-pwgsc.gc.ca) Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.

2. To ensure consistency and quality of the information provided to Bidders, PWGSC will examine the content of the enquiry and will 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-compliant.

### **SI03 SITE VISIT**

There will be no site visit for this solicitation.

### **SI04 REVISION OF BID**

A bid may be revised by letter or facsimile in accordance with GI10 of R2710T. The facsimile number for receipt of revisions is (819) 997-9776.

### **SI05 BID RESULTS**

There will be no public bid opening.

### **SI06 INSUFFICIENT FUNDING**

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

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

## SI07 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders 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 will 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.

## SI08 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. 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.
3. For additional information on security requirements, bidders should consult the Web site Industrial Security Program.

## SI09 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\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.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

<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>

Trade Agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## 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	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2880D	(2016-01-28);
GC9	Contract Security	R2890D	(2014-06-26);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
- Supplementary Conditions
- e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.



## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS

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

1. The Contractor/Offeror 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/Offeror must comply with the provisions of the Security Requirements Check List and security guide (if applicable), attached at Annex A.

### 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 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.

### SC03 ADDITIONAL CONTRACT LANGUAGE

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

**“Architectural and Engineering Services”:**

Mean's services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

**“Construction Services”:**

Means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

**“Facility Maintenance Services”:**

Means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

**“Initial Contract Period”**

Begins on the date the Contract is awarded and ends two (2) years after the Contract Award Date; the period during which the Contract is extended, if Canada chooses to exercise any options (if any) set out in the Contract.

2. The following articles have been added to R2890D General Condition GC9.1:
  5. Because of the nature of the requirement, once the work of year 1 and year 2 has been completed in accordance with the Contract, Canada may allow the release of the security deposit during periods when no work is performed by issuing a final certificate of completion at the conclusion of each year in accordance with clause GC5 Terms of Payment, subparagraph 6 Final Completion (R2850D).
  6. The resumption of work for option year 3 and option year 4 will be authorized subject to the submission of a new security deposit in accordance with clause GC9.1 –Obligation to Provide Contract Security (R2890D).
  7. It is understood that any final certificate of completion delivered in accordance with GC9.1 –Obligation to Provide Contract Security, subparagraph 5 (R2890D) is strictly for the purposes of this article GC9.1 – Obligation to Provide Contract Security, subparagraph 5 (R2890D), and, without restricting the foregoing, such a certificate: (1) cannot reduce, modify or replace any other obligation and/or procedure in the contract, including but not limited to the delivery of a final certificate or completion for the entire contract, and (2) cannot reduce, modify or replace the rights and/or discretion that Canada has under the contract or at law, including but not limited to the right to exercise the contract extension option.

### SC04 BID EVALUATION

1. The bid will be evaluated based on the price at **BA03 THE OFFER – C TOTAL BID**.
2. Bidders that submit a bid that does not include option work pricing will be non-compliant and no further consideration will be given to their bid.

## **SC05 OPTIONAL CANADA DAY STAGING SERVICES**

1. The Contractor grants to Canada the irrevocable option to exercise Canada Day Staging Services in accordance with the irrevocable Terms and Conditions set forth in this ITT and corresponding Terms of Reference documents. Exercise of the optional Canada Day staging services by Canada is contingent upon receipt of the necessary Government of Canada approvals and at the sole discretion of Canada. The Contractor agrees to carry out this work under the conditions and price(s) specified in the Contract.
2. The Optional Canada Day Staging Services may only be exercised by the Contracting Officer and will be evidenced, for administrative purposes only, through a contract amendment.
3. The Contracting Officer may exercise the Optional Canada Day Staging Services at any time before the expiry of the Contract by sending a written notice to the Contractor.

## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

Canada Day Staging Services, 111 Wellington Street, Ottawa, Ontario

### 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

#### A THE CONTRACT

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents. The offer shall be an all-inclusive lump sum price per year for the supply, installation, dismantle including all labour costs and related expenses.

##### Year 1

Canada Day Staging Services (2018) amount of \_\_\_\_\_

##### Year 2

Canada Day Staging Services (2019) amount of \_\_\_\_\_

**A.a** - for the Total Bid Amount of

\$ \_\_\_\_\_ excluding Applicable Taxe(s).  
(amount in numbers)

#### B OPTION WORK

The Bidder offers to Canada to perform and complete the Work for *Option Year 1 and 2* for the above named project in accordance with the Bid Documents. The offer shall be an all-inclusive lump sum price per year for the supply, installation and dismantle including all labour costs and related expenses.

##### Option Year 1

Canada Day Staging Services (2020) amount of \_\_\_\_\_

##### Option Year 2

Canada Day Staging Services (2021) amount of \_\_\_\_\_

**B.a** - for the Total Bid Amount for Option Work of

\$ \_\_\_\_\_ excluding Applicable Taxe(s).  
(amount in numbers)

#### C TOTAL BID

**Total bid amount including A.a + B.a =**

\$ \_\_\_\_\_ excluding Applicable Taxe(s).  
(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 twenty-six (26) weeks per year, commencing January 15<sup>th</sup> of each year.

**BA07 BID SECURITY**

The Bidder must enclose 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 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.

	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 at 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.*



### APPENDIX 3 - Voluntary Certification

(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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## ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada / Gouvernement du Canada

**RECEIVED**  
NOV 06 2017

Contract Number / Numéro du contrat  
C1111-170333/A

Security Classification / Classification de sécurité  
UNCLASSIFIED

### 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 Cite parlementaire
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 Canada Day 2018 Stage construction	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui</span>	
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? <span style="float: right;"><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui</span>	
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) <span style="float: right;"><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui</span>	
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. <span style="float: right;"><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui</span>	
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? <span style="float: right;"><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui</span>	
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 <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>
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"/>
Not releasable À ne pas diffuser <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:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government  
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du Canada

Contract Number / Numéro du contrat

C1111-170333/A

Security Classification / Classification de sécurité  
UNCLASSIFIED**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

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ          | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-- SIGINT<br>TRÈS SECRET -- SIGINT     | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>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

Government  
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du Canada

Contract Number / Numéro du contrat

C1111-170333/A

Security Classification / Classification de sécurité  
UNCLASSIFIED**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	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".

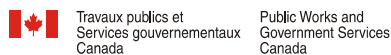
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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).

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

Page 1 of 2

Description and Location of Work  Canada Day Stages Services 111 Wellington Street, Ottawa, Ontario	Contract No. C1111-170333
	Project No. C3155

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		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>  <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		

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

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y



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 days' 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>).

## **ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

*(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 to the Contracting Authority either six months after contract award or at the end of the contract, whichever comes first.

<b>Number of apprentices hired</b>	<b>Trade</b>

Solicitation No. - N° de l'invitation  
C1111-170333/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
FG 343

Client Ref. No. - N° de réf. du client  
C1111-170333

File No. - N° du dossier  
FG343 C1111-170333/A

CCC No./N° CCC - FMS No./N° VME  
C3155

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## **ANNEX D – TERMS OF REFERENCE**



Solicitation No. - N° de l'invitation  
C1111-170333/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
FG 343

Client Ref. No. - N° de réf. du client  
C1111-170333

File No. - N° du dossier  
FG343 C1111-170333/A

CCC No./N° CCC - FMS No./N° VME  
C3155

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## **Terms of Reference**

### **Canada Day Staging Services**

## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>26</b>
1.1. CONTEXT .....	26
1.2. EXECUTIVE SUMMARY .....	26
<b>2. DEFINITIONS.....</b>	<b>26</b>
<b>3. STAGE SUPPLIER ROLE .....</b>	<b>27</b>
<b>4. EVENT DESCRIPTION.....</b>	<b>27</b>
4.1. GENERAL .....	27
4.2. PYROTECHNICS .....	27
<b>5. SCOPE OF WORK .....</b>	<b>27</b>
5.1. RESPONSIBILITIES OF THE STAGE SUPPLIER.....	27
5.2. RESPONSIBILITIES OF DEPARTMENTAL REPRESENTATIVE .....	28
<b>6. GENERAL REQUIREMENTS.....</b>	<b>28</b>
6.1. STAGE SUPPLIER REPRESENTATIVES.....	28
6.2. OPERATIONAL & EMERGENCY PROCEDURE REQUIREMENTS .....	29
6.3. GROUNDS PROTECTION .....	29
6.4. ACCESS/PARKING .....	29
6.5. CLEAN-UP .....	29
6.6. DESIGN REQUIREMENTS .....	29
6.7. MEETINGS.....	29
<b>7. STAGE FLOORS, ROOFS AND SUPPORT STRUCTURES REQUIREMENTS.....</b>	<b>30</b>
7.1. PERFORMANCE AREA FLOOR .....	30
7.2. PRODUCTION AREA FLOORS, SL AND SR (WINGS) .....	31
7.3. CROSS OVER FLOOR.....	31
7.4. BACK STAGE AREA FLOOR .....	32
7.5. PERFORMANCE, PRODUCTION AND BACKSTAGE AREA ROOFS .....	32
7.6. PERFORMANCE ROOF.....	32
7.7. PRODUCTION AREA ROOFS .....	33
7.8. BACKSTAGE RAIN PROTECTION ROOF .....	33
7.9. FRONT OF HOUSE STRUCTURES.....	33
7.10. RIGGING STRUCTURES .....	34
7.11. WEATHERPROOFING.....	35
7.12. ENGINEERING SERVICES AND REQUIREMENTS .....	35
<b>8. 2018 CALENDAR .....</b>	<b>35</b>

## 1. INTRODUCTION

### 1.1. CONTEXT

Since 1984, the Department of Canadian Heritage has been one of the principal organizers of the Canada Day events and activities that take place in the National Capital Region as well as on Parliament Hill. The main event requires a stage to allow for major outdoor musical and protocol shows using multimedia technology.

### 1.2. EXECUTIVE SUMMARY

Stage Suppliers are invited to bid on a stage capable of fulfilling the requirements for staging fast paced, state of the art, audio, lighting and video shows with a high number of performers. Proponents are also required to submit information about their company, the proposed stage, as well as past project experience. Both the experience of the team as well as the feasibility of installing the proposed stage will be evaluated using the evaluation criteria set out in these terms of reference.

The supplier is responsible for supplying a stage by:

- supplying all components required for the stage;
- supplying all labour and equipment required for the erection, maintenance, and dismantling of the stage; and
- ensuring the maintenance of the stage during its use.

Public Services and Procurement Canada is the Constructor, responsible for administering the staging contract, acquiring the Notice of Project from the Ministry of Labour in the Province of Ontario and managing all health and safety on the Parliamentary Precinct.

The Department Representative will supply site-related logistics and install basic infrastructure, including stage compound facilities, tents, barricades and site security.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

## 14. DEFINITIONS

In this RFP, the following words, when the initial letter is in upper case, have the following meanings:

**“Canadian Heritage”** and **“PCH”** mean the Department of Canadian Heritage or its authorized representatives.

**“Event Production Company”** and **“EPT”** means the company, group, association, partnership that has been hired by Canadian Heritage. The Production Company is responsible to supply the entire production, artists, programming, and stage direction for both the Noon Show and the Evening Show

**“Stage”** means all the infrastructure and components to create the performance area, the production areas, the rear platform, the roof, backstage egress.

**"Stage supplier"** means the company that will be retained by PCH and will enter into a contractual obligation for rental and supply of the stage infrastructure on Parliament Hill for Canada Day, including the maintenance of the stage infrastructure during the event.

**"Structure height"** means the highest point of any object associated with the stage components.

## 15. STAGE SUPPLIER ROLE

The stage supplier must work under the direction of the Department Representative and must deliver the stage as per the technical documents. The stage supplier must assist in ensuring the production (shows) can be safely and successfully delivered on the stage.

## 16. EVENT DESCRIPTION

### 16.1. GENERAL

The Canada Day celebration requires 9 days of stage time for audio, lighting, video, set installation and rehearsals and removal. Therefore, the stage must not only be capable to allow participants to perform but also allow for equipment to be installed. The Canada Day shows will proceed rain or shine; therefore the stage needs to be weatherproof.

### 16.2. PYROTECHNICS

As part of the performances, pyrotechnics may be launched from the stage, back stage and side stage areas. All pyrotechnics, installations and launches are under the direct or indirect supervision of Municipal and Federal authorities. The stage Supplier will be consulted on the proposed launch zones for the pyrotechnics.

## 17. SCOPE OF WORK

### 17.1. RESPONSIBILITIES OF THE STAGE SUPPLIER

The stage supplier's responsibilities include, but not be limited to, the following:

- a) Provide, install, maintain & dismantle all components for the stage;
- b) Provide all material and equipment for the installation and dismantling of all the components of the stage above;
- c) Supply and install 5 sets of stairs
- d) Provide transportation for all the components of the stage;
- e) Provide all labour necessary for the installation and dismantling of the stage;
- f) Provide labour and equipment necessary to monitor/maintain the stage during its use;
- g) Provide accommodation, transportation, meals and all costs related for its own staff;
- h) Provide detailed drawings & technical information of the stage in AutoCAD format;
- i) Meet with all parties involved in the shows production for up to 3 meetings. The Departmental Representative will endeavour to schedule these meetings to limit the amount of travel by the stage supplier.
- j) Provide an engineer's stamp and approval for the structural integrity of the stage
- k) Provide engineering services.

- l) Identify one person who will act as the representative of the stage supplier. This person is ultimately be responsible for the execution of the Work and be the main contact person;
- m) Provide advice on the impact of technical and logistical aspects of the shows on the stage;
- n) Ensure compliance to all health and safety rules and regulations imposed by any provincial and/or federal agency;
- o) Ensure that all equipment including but not limited to tools, hand tools, electrical cords ropes and slings are in good operation condition;
- p) Provide Departmental Representative with the certifications held by its staff for the various types of work performed (example: equipment handling, climbing); and
- q) Work with Departmental Representative and various contractors throughout the development, production and evaluation phases of the Shows;

## 17.2. RESPONSIBILITIES OF DEPARTMENTAL REPRESENTATIVE

Responsibilities include, but not be limited to, the following:

- a) Provide a contact person to be the liaison with all parties involved;
- b) Be available for consultation throughout the span of this contract;
- c) Obtain all necessary permissions to hold the shows;
- d) Coordinate to supply electrical hook-ups, grounding to prepare for the electrical inspection by authorities having jurisdiction
- e) Provide all information related to the site;
- f) Co-ordinate and hire all necessary civil operations required for the safety of the public attending the shows (e.g. site security, policing, site closures);
- g) Provide an electronic copy of the complete scaled site plans showing all relevant infrastructure;
- h) Provide all technical information related to equipment and/or devices being attached to and/or hung and/or flown from the stage including but not limited to lighting, speakers, sets, video wall/screens;
- i) Provide identity signage;
- j) Set up and supply a temporary, 3.05 m X 12.19 m construction office trailer situated close to the staging area. This area is exclusively available during construction and dismantling to the stage supplier. It is equipped with tables and chairs.
- k) Manage and communicate all emergency procedures;
- l) Supply refuse containers for disposal of garbage and construction debris.

## 18. GENERAL REQUIREMENTS

### 18.1. STAGE SUPPLIER REPRESENTATIVES

The stage supplier must assign a project manager. If this person is not the site supervisor during set-up and dismantling, then someone must be assigned the site supervisor task. In that case, the site supervisor must also be present at all the meetings.

As well the stage supplier must also provide production support personnel. This includes minimum of 1 staff to be present on site during production installation, rehearsals and shows. The schedule runs from June 24<sup>th</sup> to July 2<sup>nd</sup> 08:00hrs to 20:00 to monitor and service the stage. This service must be included in the daily usage cost of the stage;

- This staff must be knowledgeable in all aspects of the stage, its capabilities and capacities.
- Must be capable of accessing all areas of the stage immediately
- Must be able to make repairs/adjustments where and when required
- Must be on call 24/7 and be able to respond to calls within 20 minutes.

- Must be able to operate machinery necessary to maintain the stage
- Must have complete knowledge of all emergency procedures for the safeguarding of the stage and Front of House (FoH) structures.

18.2.

18.3.

18.4.

#### **18.5. OPERATIONAL & EMERGENCY PROCEDURE REQUIREMENTS**

- Contractor must monitor the stage during audio, video, lighting and set installation;
- Contractor is responsible to monitor weather forecasts to ensure the integrity of the stage and to take precautionary measures as required in case of inclement weather;
- Emergency procedures to be submitted in writing prior to commencement of the work; once Departmental Representative has agreed to them, the contractor can implement these procedures if an emergency arises.
- Contractor must supply in writing to the Departmental Representative the stage structures emergency plan/procedures for inclement weather conditions including but not limited to: rain, wind and lightning.

#### **18.6. GROUNDS PROTECTION**

Federal sites are maintained to high standards to allow all Canadians and tourists to enjoy these sites. Therefore, every effort must be made to ensure minimal impact on the deployment site during set-up and the dismantling of the stage. The following measures and procedures must be respected:

- All heavy equipment must stay on hard surfaces as much as possible;
- When heavy equipment or vehicles must drive on the grass area, protection (plywood) must be used and follow a sequence of operation acceptable to the Departmental Representative;
- All components must be stored on hard surfaces as much as possible otherwise, proper support to minimize impact on the grass must be used.

#### **18.7. ACCESS/PARKING**

Access to federal sites is controlled. In order to allow vehicle access to the stage supplier vehicles, the Departmental Representative requires 48 hours in advance, the driver's name, make/model and license plate number of all vehicles. Six parking spots are available for the stage supplier employees within the construction area during construction and removal only. As well, a 30 m X 50 m delivery/laydown area directly in front of the stage installation. No storage areas provided on site.

#### **18.8. CLEAN-UP**

The stage supplier is responsible to pick-up all garbage and debris directly related to the stage and dispose of it in the supplied containers during and after erection and dismantling. These containers will be removed and emptied by others.

#### **18.9. DESIGN REQUIREMENTS**

All materials, components and assemblies required to complete the Work including the final product shall conform to all applicable, laws, codes, standards and guidelines in Ontario and Canada. The Temporary Performance/Event Structures Safety Guideline for the Live Performance Industry in Ontario from the Ministry of Labour of Ontario is applicable to this project.

18.10.

#### **18.11. MEETINGS**

The stage supplier's representative must attend up to three (3) meetings at another location to be determined. These meetings are to discuss production details with all parties involved. The meetings should last approximately 3 hours each.

All costs related to attend the meetings must be included. Dates, times and locations will be determined at a later date. The Stage Supplier will be notified at least one (1) week in advance of all meetings.

## 19. STAGE FLOORS, ROOFS AND SUPPORT STRUCTURES REQUIREMENTS

### Overview:

- a) Meet the minimal specifications enumerated in this document..
- b) The maximum three dimensional footprint for the main stage structure, excluding the back deck and the proscenium must be 50 m x 20 m x 20 m. The footprint must include the performance area, the Stage Left (SL) & Stage Right (SR) production wings, the SL loading dock, the rear SL, SR and backstage cross-over walkway and the highest point of the structure.
- c) The stage supplier must consider the grade of the main walk and the lawns on each side of the walk.
- d) Due the site constraints, clear and easy access to the off stage left and right areas of the back stage area must be provided. The stage supplier must install a rear cross-over walkway on the upstage edge of the stage. This cross-over is over and above the dimensions of the production wings and the performance area, but is included in the footprint as described above. The dimensions of this cross-over is 3.05m deep by the width of the stage, production areas and marry to the stage left dock.
- e) The stage supplier is required to supply and install up to 5 (five) sets of stairs to access various areas.
- f) Allow for the integration of protected production areas (wings), rear platform area, a loading dock for 2 storage transport trailers offstage left, and an access to 2 storage transport trailers off stage right. The storage access off stage right shall be integrated within the stage right production area.
- g) Have enough flexibility to allow for items to be built into the floor of the performance area. The addition of these items must not raise the height of the performance area. The Items may include turntables, hydraulic lifts, trampolines and the like.
- h) Ensure excellent protection from adverse weather conditions for the performers, staff and equipment.

### 19.1. PERFORMANCE AREA FLOOR

- a) Minimum floor dimensions must be 18.28 m wide x 15.24 m deep levelled surface.
- b) Floor height must be adjustable from 1.68m to 1.83m at downstage centre; Due to sight lines and possible production requirements, 1.68m is the preferred height.
- c) Minimum live load of 7.182 KPa (150 psf).
- d) Acceptable flooring surface must consist of two (2) layers, the top layer laid offset to the bottom layer, of 19mm (3/4") plywood, the top layer being good one side (G1S) or Industry standard stage type flooring systems, with one (1) layer of 19mm (3/4") plywood G1S. Holes and sections of flooring will be cut out/removed to allow for Production needs..
- e) Acceptable flooring finish consist of exterior grade latex paint.
- f) The stage supplier is required to supply the EPT up 120 sheets of 19mm G1S plywood or compatible resurfacing product. This plywood or product will be painted offsite by the EPT with the final floor finish. This represents 357 square metres of product. The EPT is responsible for installationAll other areas of both the performance area and the production wings must be level with the production floor.
- g) Retractable tarp or dual scrim system (upstage wind wall) must be provided. The wind wall must hang from the roof to the stage deck at the upstage limit.
- h) Drain trough measuring .025m wide must be cut in the floor where scrims or tarps meet the surface or other problematic areas to evacuate water.
- i) All audience facing sides must be fully covered for aesthetics and security reasons. Material must be solid. Scrims or tarps are not acceptable.

- j) Temporary rain scrim 15.24 m wide by 7.3 m to be supplied to cover the downstage face of the performance area to protect performers from rain during rehearsals. This scrim will be installed and removed by others.

19.2.

19.3.

#### **19.4. PRODUCTION AREA FLOORS, SL AND SR (WINGS)**

- a) Minimum floor dimensions of 12.19 m wide x 15.24 m deep levelled surface on each side of the performance area.
- b) Floor height must be level with the performance area floor.
- c) Minimum live load of 7.182 KPa.
- d) Acceptable flooring surface must consist of two (2) layers, the top layer laid offset to the bottom layer, of 19 mm plywood, the top layer being good one side (G1S) or Industry standard type flooring systems, with one (1) layer of 19mm plywood G1S. Holes and sections of flooring must be cut out/removed to allow for Production needs
- e) Acceptable flooring finish I consist of exterior grade latex paint.
- f) Retractable tarp or dual scrim systems (production floor upstage and side wind walls) must be provided. The wind walls must hang from the production roof of the to the production stage deck limits.
- g) Parking for two 2 storage transport trailers off upstage right production floor. Direct access from the SR production floor is be required to these storage trailers therefore, provisions need to be made to have access through the production floor wind wall. Each of these side production floor wind wall accesses must have an opening of 3.05 m wide by 3.05 m high.
- h) Loading dock off upstage left production floor for 2 storage transport trailers. The stage left production floor loading dock must be a deck 10.97 m deep x 3.05 m wide starting at the extreme upstage left edge of the cross-over walkway. Construction of this dock must meet the conditions elaborated in sections b-c-d-e-k of subsection 7.2.
- i) Drain trough measuring .025m wide must be cut in the floor where scrims or tarps meet the surface or other problematic areas to evacuate water.
- j) All audience facing sides must be fully covered for aesthetics and security reasons. Material must be solid. Scrims or tarps are not acceptable.
- k) All non-audience facing sides (upstage) in the dock and production wings presenting the possibility of a fall to a worker or artist require an accepted railing system.
- l) One set of stairs must be installed per production floor. These stairs must have a minimum width of 1.22 m, a maximum thread rise of no more than 0.20 m, a minimum thread depth of 0.22 m and equipped with an accepted railing system on both sides of the stringer. The stairs must also meet the conditions elaborated in sections c and e of subsection 7.3 with the addition of an anti-slip product or suitable surface finish.

#### **19.5. CROSS OVER FLOOR**

- a) Minimum floor dimensions of 42.66 m wide x 3.05m deep levelled surface spanning the full width of the back of the performance and production area floors.
- b) Floor height must be level with the performance, production and dock area floor.
- c) Minimum live load of 7.182 KPa.
- d) Acceptable flooring surface must consist of two (2) layers, the top layer laid offset to the bottom layer, of 19mm plywood good one side (G1S) or Industry standard type flooring systems, with one (1) layer of 19mm plywood G1S. Holes and sections of flooring must be cut out/removed to allow for Production
- e) Acceptable flooring finish consist of exterior grade latex paint.
- f) All sides of the cross over floor presenting the possibility of a fall to a worker or artist require an accepted railing system.



- g) Three sets of stairs must be installed from this cross over floor. These stairs must have a minimum width of 1.22 m, a maximum thread rise of no more than 0.20 m, a minimum thread depth of 0.22 m and equipped with an acceptable railing system on both sides of the stringer. The stairs must also meet the conditions elaborated in sections c) and e) of subsection 7.3 with the addition of an anti-slip product or suitable surface finish.

## **19.6. BACK STAGE AREA FLOOR**

The back stage area must link the middle landing of the main steps to the crossover floor. The following dimensions are for reference only since they will vary according to the stage supplied.

- a) Floor dimension must be 18.28m wide to a maximum depth of 7.3m depending upon the proposed stage and layout in relation to the landing).
- b) Floor height to marry with the cross over floor and maintain a continuous grade between the crossover and the stair landing.
- c) Minimum live load of 7.182 KPa.
- d) Acceptable flooring surface must consist of two (2) layers, the top layer laid offset to the bottom layer, of 19 mm plywood good one side (G1S) or Industry standard type flooring systems, with one (1) layer of 19mm plywood G1S. Holes and sections of flooring must be cut out/removed to allow for Production needs
- e) Acceptable flooring finish consist of exterior grade latex paint.
- f) Retractable tarp or dual scrim systems (Back stage floor upstage and side stage wind walls) must be provided. The wind walls must hang from the back stage roof to the SL, SR and upstage back stage deck limits.
- g) Drain trough measuring .025m wide must be cut in the floor where scrims or tarps meet the surface or other problematic areas to evacuate water. The floor from the crossover edge to the middle stair landing is on a grade towards the performance area. A continuous 18.28 m drain trough measuring .025m wide must be cut in the floor to evacuate any water that may be present. The drain trough must be located at the junction of the crossover and the backstage area floor.
- h) An equipment access ramp from the upper stair landing to the back stage floor area is required. The ramp dimensions must be 7.32 m long by 1.22 m wide. Construction of this ramp must meet the conditions elaborated in sections c-d-e of subsection 7.4 with the addition of an anti-slip product or suitable surface finish.
- i) All sides of the back stage area and equipment access ramp presenting the possibility of a fall to a worker or artist require an acceptable railing system.

## **19.7. PERFORMANCE, PRODUCTION AND BACKSTAGE AREA ROOFS**

The performance, production and backstage areas must be fully covered by roofs. If required, special attention to seal all junctions in these roofs to prevent water ingress onto these areas is necessary. Rain run off must also be managed and intercepted in order to avoid spillage onto other roofs or floor areas were necessary. The contractor must supply additional means of protecting sensitive areas if water ingress is present. These additional means are at the cost of the staging supplier. The roofs must also meet the minimum height clearance requirements as well as the minimum weight capacities for hanging sound, lighting and video equipment as well as their weather protection.

- a) Maximum overall structure height of all roofs must not exceed 20 m feet from the ground.
- b) All roof covers must be black;
- c) All roof cover material must be fire retardant as per applicable codes;

## **19.8. PERFORMANCE ROOF**

- a) Minimum roof dimensions of 18.28 m wide x 18.28 deep
- b) Minimum head clearance inside the Performance Roof area of 2.44 m from the lowest point of the roof to floor level.
- c) Minimum clearance of 4.88 m high and a minimum width of 4.88 m when transitioning from the performance area to both production areas and cross over deck area. The roof structure must have 2 openings between the

performance area and the SR production wing, 2 openings from the performance area to the SL production wing and 2 openings from the performance area to the cross over floor.

- d) Minimum weight supporting capacity of the performance roof structure to attach equipment spread throughout the performance area shall have a minimum unified distributed load of 27,215 kg, excluding the weight of the roof structure.
- e) The roof must be able to accommodate a variety of point load weights and positions. The roof must possess movable rigging components allowing such capabilities. Point loads can vary from 227 KG to 1815 KG for equipment and 2268 KG for a human rig point. The roof must have the required capacity and inventory to manage at minimum a variety of 60 of the identified point loads above.

#### **19.9. PRODUCTION AREA ROOFS**

- a) Minimum roof dimensions for each production roof must be of 12.19 m wide x 18.28 m deep.
- b) Minimum head clearance inside each of the performance roof area of 9.75 m from the lowest point of the roof to floor level.
- c) Minimum clearance of 4.88 m high and a minimum width of 4.88 m when transitioning from the either production floor areas to the performance floor area. These roof structures must have 2 openings between the performance area and the SR production floor and 2 openings from the performance area to the SL production floor.
- d) Minimum weight supporting capacity of each of the performance roof structures to attach equipment spread throughout the performance area shall have a minimum unified distributed load of 9702 KG, excluding the weight of the roof structure.
- e) The roofs must be able to accommodate a variety of point load weights and positions. The roof should possess movable rigging components allowing such capabilities. Point loads can vary in these roofs from 227 KG to 970 KG for equipment. Each roof must have required capacity and inventory to manage at minimum 20 of the identified point loads above.
- f) SL&SR speaker arrays may be integrated within the respective covered production wings and located at the most downstage position.
- g) SL&SR video screens may be integrated within the respective covered production wings and located at the most downstage position.
- h) The most downstage positioned main aerial support structures in the production areas used to support the covered speaker arrays and video screens must have a load bearing capacity of not less than 4535 kg UDL. This is inclusive of the total roof capacities of 9702 KG.

#### **19.10. BACKSTAGE RAIN PROTECTION ROOF**

The backstage rain protection roof will not be subject to production point loads. It is solely to protect the area from the weather elements.

- a) The roof must extend from the main stage structure by a minimum of 9.1m deep by 21.3m wide in order to cover the centre backstage floor and stair landing area.
- b) Minimum head clearance for this area shall be 4.88 m.
- c) A water evacuation system must be incorporated into this roof to prevent water from the main roof from spilling over on the performance and productions areas.

#### **19.11. FRONT OF HOUSE STRUCTURES**

Two additional positions forward of the stage to install lighting, broadcast equipment, follow spots, video screens and sound equipment are required. These structures must be self-standing ballasted vertical tower type structures with horizontal working platforms to house equipment and personnel as well as outrigger arms for rigging equipment. They have generally been placed 36.6m (120)' from the downstage edge of the stage.

- a) The footings of these structures must occupy a space of not more than 58.06 m/sq.

- b) These structures must be equipped with an anchor location capable of receiving a certified fall arrest device to gain access to the working surfaces.
  - c) These structures must include a horizontal outrigger of a minimum length of 1.83 m and a bearing capacity of 1000KG to enable the outrigging of technical equipment.
  - d) These structures must have a total weight loading capacity of not less than 4535kg.
  - e) The vertical supports of these structures must be such that they have minimum impact on sightlines.
  - f) These structures must house horizontal working platforms. A minimum of 2 of these working platforms are required per structure and can be side by side or stacked vertically. Typically, one of these platforms will house a follow spot or camera and operator.
  - g) These working platforms must have a minimum working surface area of 1.83 m deep by 1.83 m wide and a minimum headroom clearance between platforms of 2.29 m if vertically stacked.
  - h) These working platforms must have a load bearing capacity of no less than 454 KG each.
  - i) Lowest floor height of these working platforms is to be not less than 12.19 m from the ground.
  - j) The working platforms are to be weatherproof. These working platforms must include a roof at a minimum height of 2.29 m and three walls from floor to roof to protect this area from rain. The side facing the stage must be left open.
  - k) The working platforms must employ removable railing system to allow for the loading and unloading of equipment.
  - l) These working platforms must employ measures to prevent items from falling to the ground.
- 19.12.  
19.13.  
19.14.  
19.15.

## 19.16. RIGGING STRUCTURES

Two of these rigging structures are used for additional sound system support and video screen support. They can be installed integrated with the stage or be deployed on their own as ballasted self-standing structures.

- a) The structures consist of a horizontal rigging bridge supported by a single centered self-standing ballasted vertical tower structure or supported at both ends by self-standing ballasted vertical tower structures.
  - b) The total footprint of the footing(s) of these tower structures must occupy a space of not more than 58.06 m/sq. in total. The horizontal bridge must have a minimum length of 6.10 m and rest at a minimum height of 12.19 m from ground.
  - c) The horizontal bridge structure must have a combined total unified distributed weight loading capacity of not less than 4535kg.
  - d) The horizontal bridge structure must have no obstructions below it enabling the use of the full length of the structure.
  - e) The vertical supports of these structures must be such that they have minimum impact on sightlines.
- 19.17.  
19.18.

**19.19. WEATHERPROOFING**

The stage must be designed and built to ensure that rain is not infiltrating the inside of the performance and production areas. The stage supplier must supply and install additional tarps as needed. Rain protection must be functional at all times

Water flow must not fall directly from one roof to another or directly to the ground. Water must be channelled to prevent shock loading on roof and floor structures. Significant erosion of the grounds is not permitted.

**19.20. ENGINEERING SERVICES AND REQUIREMENTS**

Stage supplier's engineer must be a certified professional engineer in Ontario. The engineer must provide the following design and engineering services:

- a) Shop drawings and letter of conformity of the proposed structures after award to the Departmental representative
- b) Initial review of proposed EPT rigging plan
- c) Shop drawings of structures including modifications for EPT rigging plan
- d) Final review of the EPT rigging plan
- e) Final shop drawings and letter of conformity of the structures for review by Departmental representative
- f) Site visit including a letter of conformity indicating that the structures have been erected according to the design specifications of the engineer.
- g) Final site inspection and letter of conformity for the EPT rigging plan

**20. 2018 CALENDAR**

Shop drawings and letter of conformity of the proposed structures	On award
Initial review of EPT rigging plan	May 1 <sup>st</sup> 15:00hrs
Shop drawings including modifications for EPT rigging plan	May 15 <sup>th</sup> 15:00hrs
Final stage design and engineering approval	June 1, 15:00hrs
Site available	June 08, 06:00hrs
Completion of set-up	June 23, 12:00 noont
Letter from engineer for: Stage installation approval	June 23, 18:00hrs
Letter from engineer for: Rigging installation conformity	June 28, 06:00hrs
Monitoring during usage	June 24 to July 2 <sup>nd</sup>
Start of dismantling	July 2, 18:00hrs
End of dismantling including clean-up	July 6, Midnight

Solicitation No. - N° de l'invitation  
C1111-170333/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
FG 343

Client Ref. No. - N° de réf. du client  
C1111-170333

File No. - N° du dossier  
FG343 C1111-170333/A

CCC No./N° CCC - FMS No./N° VME  
C3155

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