



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Regional Manager/Real Property  
Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario

**INVITATION TO TENDER**

**APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

Regional Manager/Real Property Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario

<b>Title - Sujet</b> LaSalle Guide Assembly Repair	
<b>Solicitation No. - N° de l'invitation</b> EQ754-181862/A	<b>Date</b> 2017-12-05
<b>Client Reference No. - N° de référence du client</b> R.089507.070	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWL-039-2343
<b>File No. - N° de dossier</b> PWL-7-40095 (039)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-12-19</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hassell, Bob	<b>Buyer Id - Id de l'acheteur</b> pwl039
<b>Telephone No. - N° de téléphone</b> (416) 590-8270 ( )	<b>FAX No. - N° de FAX</b> (416) 512-5862
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> 386 Ontario Street Kingston, ON X1X 1X1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## INVITATION TO TENDER LaSalle Guide Assembly Repair Kingston, On

### IMPORTANT NOTICE TO BIDDERS

#### **TWO-ENVELOPE BID**

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

#### **PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY**

##### **Prompt Payment Principles**

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

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

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

#### **SUPPORT THE USE OF APPRENTICES**

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

#### **PWGSC UPDATE ON ASBESTOS USE**

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

#### **ADDITION OF TERMINOLOGY**

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

## **ABLE OF CONTENTS**

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- SI01 Introduction
- SI02 Bid Documents
- SI03 Enquiries During the Solicitation Period
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- SI06 Revision of Bid
- SI07 Opening of Bids
- SI08 Completion of Submission
- SI09 Insufficient Funding
- SI10 Debriefings
- SI11 Bid Validity Period
- SI12 Construction Documents
- SI13 Web Sites

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

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

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

- GI01 Integrity Provisions - Bid
- GI02 Completion of Bid
- GI03 Identity or Legal Capacity of the Bidder
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- BA08 Signature

Solicitation No. - N° de l'invitation  
EQ754-181862/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl039

Client Ref. No. - N° de réf. du client  
R.089507.070

File No. - N° du dossier  
PWL-7-40095

CCC No./N° CCC - FMS No/ N° VME

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**APPENDIX 1 INTEGRITY PROVISIONS**

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**ANNEX A CERTIFICATE OF INSURANCE**

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

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## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI01 INTRODUCTION

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

### SI02 BID DOCUMENTS

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

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

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Invitation to Tender - Page 1 or at e-mail address **bob.hassell@tpsgc-pwgsc.gc.ca** as early as possible within the solicitation period. Except for the approval of alternative materials as described in G115 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 result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1 above. Failure to comply with this requirement may result in the bid being declared non-compliant.

### SI04 SITE VISIT

There is no site visit for this project

### SI05 SUBMISSION OF BID

Section G109 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-envelope" procedure both envelopes shall be enclosed and sealed together in a third envelope, the bid envelope. All envelopes are to be provided by the Bidder.
2. The bid envelope shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of the bids. The bid must be received on or before the date and time set for solicitation closing. The Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:

- a. Solicitation Number;
- b. Name of Bidder;
- c. Return address; and
- d. Closing Date and Time.

3. The Qualifications Form, and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. ENVELOPE 1 - QUALIFICATIONS;
- b. Solicitation Number; and
- c. Name of Bidder.

4. The Bid and Acceptance Form (BA), and Bid Security if applicable, shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. ENVELOPE 2 - PRICE;
- b. Solicitation Number; and
- c. Name of Bidder.

5. Timely and correct delivery of bids is the sole responsibility of the Bidder.

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

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

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

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

#### **SI07 OPENING OF BIDS / EVALUATION**

1. There will be no public opening at bid deposit time.

2. Envelope 1 - Qualifications - will be opened privately. This envelope will be opened first to evaluate the submittal requirements. Requirements will be evaluated on a Pass or Fail basis. Failure to meet any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid. Envelope 2 will be returned to the bidder.

3. Envelope 2 - Price: Only those envelopes from Bidder's that meet the mandatory requirements of the Qualifications shall be opened. Envelope 2 submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.

4. The responsive bid carrying the lowest price will be recommended for contract award.

5. Bid results may be obtained from the Contracting Authority named on the cover page of the Invitation to tender following completed evaluation.

**SI08 COMPLETION OF SUBMISSION**

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

**SI09 INSUFFICIENT FUNDING**

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

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

**SI10 DEBRIEFINGS**

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

**SI11 BID VALIDITY PERIOD**

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

**SI12 CONSTRUCTION DOCUMENTS**

The successful Contractor will be provided [**with one electronic or paper copy**] of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Obtaining more copies will be the responsibility of the Contractor including costs.

**SI13 WEB SITES**

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

Treasury Board Appendix L, Acceptable Bonding Companies  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#apPL>

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

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

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

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_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  
<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services  
<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

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>



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## CONTRACT DOCUMENTS (CD)

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

GC1 General Provisions	R2810D	(2017-08-17);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2850D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	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);
  - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and acceptance of the bid; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENTS SAFEGUARDING**

There is no 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 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 INTERPRETATION**

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

“Architectural and Engineering Services”:

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

“Construction Services”:

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

**“Facility Maintenance Services ”:**

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

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## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

Project: R.089507.070  
Title: LaSalle Guide Assembly Repair  
Location: Kingston, On

### BA02 BUSINESS NAME AND ADDRESS OF BIDDER

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

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

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

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

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

### BA03 THE OFFER

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

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

### BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of **60** 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 **2 weeks** from the date of notification of acceptance of the offer.

### BA07 BID SECURITY

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

### BA08 SIGNATURE

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX 1 - INTEGRITY PROVISIONS

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

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

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

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

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## APPENDIX 2 - LISTING OF SUBCONTRACTORS

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

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

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

( page 1 of 2)

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

1. To encourage employers to participate in apprenticeship training, Bidders bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign page 2 of 2

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

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**Voluntary Certification**  
(To be filled out and returned with bid on a voluntary basis)  
(page 2 of 2)

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

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

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

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

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

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

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

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

Trades of those apprentices:

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Solicitation No. - N° de l'invitation  
EQ754-181862/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl039

Client Ref. No. - N° de réf. du client  
R.089507.070

File No. - N° du dossier  
PWL-7-40095

CCC No./N° CCC - FMS No/ N° VME

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## APPENDIX 4 - QUALIFICATION FORM

# MANDATORY QUALIFICATIONS AND SUBMISSIONS

## APPENDIX 4 - QUALIFICATION FORMS MANDATORY QUALIFICATIONS AND SUBMISSIONS

### Bidder's Experience

#### 1. Heavy Machinery Mechanical Work

Each bidder must provide with their bid a certification that they (or their sub-contractor) have substantially completed a minimum of two (2) heavy machinery mechanical installation, repair, retrofit, or rehabilitation projects in the last ten (10) years, each with a contract value for the mechanical scope of work of at least \$100,000 not including taxes.

Bidders must provide a project form for each of the two (2) projects using the forms included herein or a facsimile that includes all the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS."

Form No. 1a – Heavy Machinery or Movable Bridge Mechanical Work  
Form No. 1b – Heavy Machinery or Movable Bridge Mechanical Work

The qualifications and submittal forms for each position identified below are provided within this appendix. For each position, submit the qualification forms including a brief description of each project, the owner and contact person's name and current phone number for each project listed.

1. Supervising Engineer with 10 or more years experience
2. Millwrights with 10 or more years experience
3. On-Site (portable) milling machine Specialist
4. Machinist with 10 or more years experience

Any bid that fails to submit the required information or fails to meet any of the mandatory qualifications above shall be declared non-compliant and shall receive no further consideration. "Envelope Two - PRICE", shall be returned unopened, for any bid declared non-compliant.

1. Each Bidder must provide with their bid information related to the Contractor's Information
2. Bidders must complete the forms included herein or a facsimile that includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS"

PWGSC reserves the right to contact the Project Client to verify accuracy of the information submitted for assessment.

**APPENDIX 4- QUALIFICATIONS FORM**

**FORM No. 1a**

**Bidder's Experience – Moveable Bridge, Heavy Machinery - Mechanical Work**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT and FORMAT,  
MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Mechanical Contractor's Name: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Project: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Value of All Work: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Client Telephone: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

This is to certify that we acted as the contractor who completed the project referenced above.

\_\_\_\_\_  
*Bidder's Signature*

\_\_\_\_\_  
*Print Name*

**Please be advised PSPC reserves the right to contact the person named above to verify the information contained herein.**

**APPENDIX 4- QUALIFICATIONS FORM**

**FORM No. 1b**

**Bidder's Experience – Moveable Bridge, Heavy Machinery - Mechanical Work**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT and FORMAT,  
MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Mechanical Contractor's Name: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Bridge: \_\_\_\_\_

Municipality and Province: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Value of All Work: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Client Telephone: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

This is to certify that we acted as the contractor who completed the project referenced above.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Print Name

**Please be advised PSPC reserves the right to contact the person named above to verify the information contained herein.**

## **2. Supervising Engineer**

Each bidder must provide with their bid a certification that they have on staff or will retain the services of a Supervising Engineer. Requirements for the Contractor's Supervising Engineer are outlined throughout the Contract Documents.

The Supervising Engineer shall be registered (or eligible for registration) as a Professional Engineer in the Province of Ontario. The Supervising Engineer must have a minimum of ten (10) years' relevant experience that includes a minimum of three (3) years moveable bridge or heavy machinery rehabilitation experience and experience as the supervising engineer in the installation of movable bridge machinery or the rehabilitation of heavy machinery of at least three (3) projects of similar scope and magnitude with a construction value of at least \$100,000 not including taxes.

Bidders must provide a project form identifying their Supervising Engineer and provide a copy of their professional resume. This form and resume (maximum one page each) must be included as part of the bid submission in "Envelope One - QUALIFICATIONS."

Form No. 2a – Supervising Engineer

Form No. 2b – Supervising Engineer

Form No. 2c – Supervising Engineer

**APPENDIX 4- QUALIFICATIONS FORM**

**FORM No. 2a  
Bidder's Experience – Supervising Engineer**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT and FORMAT,  
MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Name of Supervising Engineer: \_\_\_\_\_

PEO License Number:  
(if not licensed by PEO then the resume shall demonstrate required experience to gain licensure by PEO) \_\_\_\_\_

Name of Moveable Bridge, Heavy Machinery the Engineer performed supervision of the installation of machinery: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Construction Value: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Client Telephone: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

This is to certify that we acted as the contractor who completed the project referenced above.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Print Name

Please be advised PSPC reserves the right to contact the person named above to verify the information contained herein.

**APPENDIX 4- QUALIFICATIONS FORM**

**FORM No. 2b**

**Bidder's Experience – Supervising Engineer**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT and FORMAT,  
MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Name of Supervising Engineer: \_\_\_\_\_

PEO License Number:  
(if not licensed by PEO then the resume shall demonstrate required experience to gain licensure by PEO) \_\_\_\_\_

Name of Moveable Bridge, Heavy Machinery the Engineer performed supervision of the installation of machinery  
: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Construction Value: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Client Telephone: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

This is to certify that we acted as the contractor who completed the project referenced above.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Print Name

**Please be advised PSPC reserves the right to contact the person named above to verify the information contained herein.**

**APPENDIX 4- QUALIFICATIONS FORM**

**FORM No. 2c**

**Bidder's Experience – Supervising Engineer**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT and FORMAT,  
MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Name of Supervising Engineer: \_\_\_\_\_

PEO License Number:  
(if not licensed by PEO then the resume shall demonstrate required experience to gain licensure by PEO) \_\_\_\_\_

Name of Moveable Bridge, Heavy Machinery the Engineer performed supervision of the installation of machinery: \_\_\_\_\_

Location: \_\_\_\_\_

Description: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Construction Value: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

Client Telephone: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

This is to certify that we acted as the contractor who completed the project referenced above.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Print Name

Please be advised PSPC reserves the right to contact the person named above to verify the information contained herein.



### 3. Millwright

Each bidder must provide with their bid a certification that they have on staff or will retain the services of a Millwright. Requirements for the Contractor's Millwright are outlined throughout the Contract Documents.

The Millwright shall have a minimum of ten (10) years of experience in this class of work. The millwright will lead all work related to the disassembly and reassembly of the machinery and shall have completed no fewer than two (2) projects of similar scope and magnitude.

Bidders must provide a project form identifying their Millwright and provide a copy of their professional resume. This form and resume (maximum one page each) must be included as part of the bid submission in "Envelope One - QUALIFICATIONS."

Form No. 3A – Millwright  
Form No. 3B – Millwright

The Millwright must have experience on the following duties:

1. Responsible for coordinating the mechanical details of rehabilitation of heavy machinery shafts, gears, gear boxes etc. during a major rehabilitation or new construction of heavy machinery.
2. Managing and coordinating the on-site disassembly and assembly of operated mechanical systems and equipment
3. Responsible for providing accurate measurements of the rehabilitated shafts keyways or other parts to be machined to match and fit as per specifications.

Each bidder must provide with their bid a trade certification of the Millwright assigned to this project, who will be in charge of the work on daily basis with the authority to make final decisions to fulfill the requirements of the contract documents and will:

- a) Have a minimum of ten (10) years' experience with dis-assembly and assembly, rehabilitation of heavy machinery or movable bridge drives.
- b) Have satisfactorily completed construction of two (2) similar projects in the leading role to a General Contractor or specialist sub-contractor in the last ten (10) years. A similar project is defined as rehabilitation of major parts or units of heavy machinery successfully completed by the contractor.
- c) Have a Trade Certificate as a Millwright

#### **Form No. 3A & 3B – Millwright (below)**

Bidders must complete the form included herein or a facsimile that includes all the information contained therein. This form must be included as part of the bid submission in "Envelope One - QUALIFICATIONS."

**Responsible for providing accurate measurements of the rehabilitated shafts keyways or other parts to be machined to match and fit as per specifications**

QUALIFICATIONS FORM NO. 3A

**MILLWRIGHT – PROJECT ONE**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)**

Title of Project: \_

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Name and Location of Work: \_

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Municipality and Province: \_

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Type of Work :

Description of Work: \_

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Final Completion Date: \_

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Final Value of all Work: \_

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Name of Millwright: \_

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Total number of years experience as a Movable Bridge and/or Heavy Machinery Millwright: \_\_\_\_\_

Telephone: \_

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Contact Name of Project Client: \_

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E-mail address & Telephone: \_

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**This is to certify that we acted as the Millwrights for the project referenced above**

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**Signature**

**PWGSC reserves the right to contact the Project Client to verify accuracy of the information submitted.**

QUALIFICATIONS FORM NO. 3B

**MILLWRIGHT – PROJECT TWO**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)**

Title of Project: \_

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Name and Location of Work: \_

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Municipality and Province: \_

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Type of Work

Description of Work: \_

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Final Completion Date: \_

---

Final Value of all Work: \_

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Name of Millwright\_

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Total number of years experience as a Movable Bridge and/or Heavy Machinery Millwright: \_\_\_\_\_

Telephone: \_

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Contact Name of Project Client: \_

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E-mail address & Telephone: \_

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**This is to certify that we acted as the Millwright for the project referenced above**

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**Signature**

**PWGSC reserves the right to contact the Project Client to verify accuracy of the information submitted.**

#### **4. On-Site Milling Machine Specialist - QUALIFICATIONS**

The On-Site Milling Machine Specialist must have experience on the following areas:

1. Set-up of portable milling machines for milling multiple keyways on shafts of heavy machinery.
2. Organizing all relevant activities required for the successful rehabilitation of the keyways.
3. Providing accurate measurement required to machine matching parts in the machine shop.

Each bidder must provide with their bid a certification that their On-Site Milling Machine Specialist, who will be assigned to this project, will be in charge of the work with the authority to make final decisions to fulfill the requirements of the contract documents and will:

- a) Have a minimum of five (5) years experience in rehabilitation of machinery shafts using On-Site (portable) milling machines similar to the details required for this project.
- b) Have satisfactorily completed construction of two (2) similar projects in the leading role to a General Contractor or specialist subcontractor in the last five (5) years. A similar project is defined as rehabilitation of major parts of heavy machinery successfully completed by the contractor.
- c) Has a Trade Certificate as a Machinist

#### **Form No. 4A & 4B – On-Site Milling Machine Specialist (below)**

Bidders must complete the forms included herein or a facsimile that includes all the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS."

QUALIFICATIONS FORM NO. 4A

**ON-SITE MILLING MACHINE SPECIALIST – PROJECT ONE**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)**

Title of Project: \_

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Name and Location of Work: \_

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Municipality and Province: \_

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Type of Work

Description of Work: \_

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Final Completion Date: \_

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Final Value of all Work: \_

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Name of On-Site Milling Machine Specialist: \_

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Total number of years experience as an On-Site Milling Machine Specialist: \_\_\_\_\_

Telephone: \_

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Contact Name of Project Client: \_

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E-mail address & Telephone: \_

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**This is to certify that we acted as the On-Site Milling Machine Specialist for the project referenced above**

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***Signature***

**PWGSC reserves the right to contact the Project Client to verify accuracy of the information submitted.**



QUALIFICATION FORM NO. 4B

**ON-SITE MILLING MACHINE SPECIALIST – PROJECT TWO**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)**

Title of Project: \_

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Name and Location of Work: \_

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Municipality and Province: \_

---

Type of Work

Description of Work: \_

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Final Completion Date: \_

---

Final Value of all Work: \_

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Name of On-Site Milling Machine Specialist: \_

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Total number of years experience as an On-Site Milling Machine Specialist: \_\_\_\_\_

Telephone: \_

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Contact Name of Project Client: \_

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E-mail address & Telephone: \_

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**This is to certify that we acted as the On-Site Milling Machine Specialist for the project referenced above**

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

**PWGSC reserves the right to contact the Project Client to verify accuracy of the information submitted.**

5.

## **Machinist - QUALIFICATIONS**

The Machinist will but not limited to:

1. be responsible for the machining of the pinion at the workshop
2. be on-site participating in the removal of the pinion, inspect the shaft for damage, and verify existing dimensions.
3. be on-site and responsible for the verification of dimensions re location of keyways and width and length of keyways, shaft diameter. Be present for the assembly of the pinion to the shaft. Make any adjustments if required to the key dimensions.

Each bidder must provide with their bid a certification that their Machinist Specialist, who will be assigned to the project will:

- a) Have a Trade Certificate as a Machinist
- b) Have a minimum of ten (10) years experience in the machining of precision parts.

### **Form No. 5A – Certified Machinist (below)**

Bidders must complete the form included herein or a facsimile that includes all the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS

QUALIFICATION FORM NO. 5A

**machinist - QUALIFICATIONS**

(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE ONE – QUALIFICATIONS)

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Name and Location of Work: \_

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Municipality and Province: \_

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Description of Work: \_

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Final Completion Date: \_

---

Final Value of all Work: \_

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Name of Machinist: \_

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Total number of years experience as a Machinist: \_\_\_\_\_

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Telephone: \_

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Contact Name of Project Client: \_

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E-mail address & Telephone: \_

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**This is to certify the above information is accurate**

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**Signature**

**PWGSC reserves the right to verify accuracy of the information submitted.**



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

**CERTIFICATE OF INSURANCE**



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work LaSalle Guide Assembly Repair Kingston, On	Contract No. EQ754- 181862/A
	Project No. R.089507.070

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured  
*Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services*

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		
<b>Insert other type of insurance as required</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

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CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

Builder's Risk / Installation Floater

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

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

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

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

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

**Other types of Insurance**

To be inserted below according to specifics of project.

**Use separate page if needed.**



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

(This report is not required at bid deposit)

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

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

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

Number of apprentices hired	Trade