



RETURN TENDERS TO :
RETOURNER LES SOUMISSIONS À :
 Bid Receiving - Réception des soumissions:
REGIONAL HEADQUARTERS (ONTARIO)
CORRECTIONAL SERVICE CANADA
 Attn: Greg Dobbie
 443 UNION STREET WEST
 KINGSTON, ONTARIO,
 CANADA. K7L 4Y8

Facsimile number for bids and bid revisions
 – Numéro de télécopieur pour les
 soumissions et les modifications aux
 soumissions :
 (613) 536-4571

INVITATION TO TENDER
INVITATION À SOUMISSIONNER

Tender to: Correctional Service 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 therefore.

Soumission à : Service correctionnel du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

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

Telephone # — N° de téléphone :

Fax # — N° de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
 ou NAS ou N° d'entreprise

Title — Sujet : WWTP SBR Room Dehumidification	
Invitation No. — N° de l'invitation 21401-17/18-2058251	Date : December 14, 2017
Client Reference No. — N° de référence du Client	
GETS Reference No. — N° de référence de SEAG	
Invitation Closes — L'invitation prend fin at / à : 14 :00 on / le : January 19, 2017	
F.O.B. — F.A.B. Plant – Usine:	Destination: Other-Autre:
Address Enquiries to — Soumettre toutes questions à: Greg Dobbie Contracting & Procurement Officer	
Telephone No. – N° de téléphone: 613-545-8274	Fax No. – N° de télécopieur: 613-536-4571
Destination of Goods, Services and Construction: Destination des biens, services et construction :	
Joyceville Instituion	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom	Title / Titre

Signature	Date

(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	

INVITATION TO TENDER



IMPORTANT NOTICES TO BIDDERS

REFERENCE TO PWGSC

All references to the Department of Public Works & Government Services Canada (PWGSC) in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) are to be replaced with the Correctional Service of Canada (CSC).

INTEGRITY PROVISIONS – BID

Changes have been made to the Integrity Provisions – Bid as of 2016-04-04. See GI01, Integrity Provisions – Bid of R2410T of the General Instructions for more information.

LISTING OF SUBCONTRACTORS

As per GI06 of R2410T you should provide using Annex D at Bid closing a list of Subcontractors that have 20% or more of the tendered price value.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, 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>.



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R2410T GENERAL INSTRUCTIONS – CONSTRUCTION SERVICES (GI) - (2016-04-04)

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

- GI01 Integrity Provisions – Bid
- GI02 Completion of Bid
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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, R 2410T (2016-04-04)
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

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

2. General Instructions Construction Services R 2410T 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

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in G113 of R2410T, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer 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 are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI03 MANDATORY SITE VISIT

There will be a site visit on January 03, 2018 at 10:00. Interested bidders are to meet at the main entrance to Joyceville Minimum Institution (the former Pittsburgh Institution) 3766 Highway 15, Joyceville Ontario.

All bidders must show up at least 15 minutes prior to the site visit to allow for processing. The site visit will start at 10:00 and any bidders arriving late will not be allowed entrance.

The Contracting Officer **must be notified by December 21, 2018 at 08:00** prior to the Mandatory Site Visit the names of the Representatives from the firm that will be attending this site visit for security reasons. Failure to notify CSC of the names will result in your Representative not being allowed entrance for the Site Visit, and for that reason alone, will result in disqualification of a bid.

PLEASE NOTE: No cell phones or tobacco products are allowed within the Institution. Photo ID is required for entrance.

The site visit for this project is **MANDATORY**. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by **Bidders who have not signed the attendance sheet will be rejected.**



SI04 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with **GI08 of R2410T**. The facsimile number for receipt of revisions is indicated on page 1. The revised bid must be received in its entirety before the solicitation closing date and time indicated on page 1.

SI05 BID RESULTS

CSC will send an official letter by email to unsuccessful bidders to inform them of the name of the winning bidder as well as the total contract value.

SI06 INSUFFICIENT FUNDING

1. In the event that the lowest compliant bid exceeds the amount of funding allocated by Canada for the Work:
 - a) by 15% or less, Canada in its sole discretion may:
 - i. cancel the solicitation; or
 - ii. obtain additional funding and, subject to the provisions of GI08 of R2410T, award the Contract to the Bidder submitting the lowest compliant bid; and/or
 - iii. negotiate a reduction in the bid price and/or scope of work with the Bidder submitting the lowest compliant bid.
 - b) by more than 15%, Canada in its sole discretion may:
 - i. cancel the solicitation; or
 - ii. obtain additional funding and subject, to the provisions of GI08 of R2410T award the Contract to the Bidder submitting the lowest compliant bid; and/or
 - iii. revise the scope of work accordingly and invite Bidders who submitted a compliant bid to the initial invitation to tender to resubmit a bid.
2. If Canada decides to enter into negotiations or request that compliant bidders resubmit a bid as per paragraph 1.a) iii. or 1. b) iii., bidders must use the same subcontractors and suppliers as for their initial offer.
3. If Canada decides to negotiate a reduction in the bid price as per paragraph 1.a) iii. and an agreement satisfactory to Canada cannot be reached, Canada will exercise option 1. a) i. or 1. a) ii.

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 must have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI07 is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. of SI07 is not accepted in writing by all those who submitted bids then Canada 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 **GI09 of R2410T**.



SI08 WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

The recommended Bidder must provide to the Contracting Authority, prior to Contract Award:

- a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s), or Partners who will be or who are anticipated to be present on the work site(s); and
- b) a Certificate of Recognition (COR) or Registered Safety plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable lieu of a COR or RSP. If none is required by law, a copy of the health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Bidder certifies that it has been sent to the AHJ.

The recommended Bidder must deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3 to 5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next lowest responsive Bidder.

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:

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>

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
<https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>

Correctional service of Canada website: <http://www.csc-scc.gc.ca/index-eng.shtml>



SUPPLEMENTARY CONDITIONS (SC)

1. Site Security Requirement

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel must submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

SC02 INSURANCE TERMS

The obligations of the Contractor are defined in R2900D and in the Insurance Terms below.

The obligations of the Insurer are defined on the Certificate of Insurance in Annex B including the insurance requirements on page 2 of the form.

Upon contract award, the Certificate of Insurance (page 1 & 2) will be provided to the winning contractor in MS Word. It will allow its insurer/broker to complete electronically.

Minimum Insurance Requirements:

Contracts with an estimated value of less than \$100,000:

- Commercial General Liability

Contracts with an estimated value of \$100,000 and more:

- Commercial General Liability
- Builder's Risk/Installation Floater (generally not required for contracts where there is no work/property to ensure, such as paving, asbestos abatement and dredging).

Additional Insurance:

The client is responsible to inform the contracting officer which types of additional insurance is necessary.

Contractors Pollution Liability:

Required when the nature of the work poses a risk of pollution damage such as:

- work involving storage tanks
- work on bridges or above water where contaminants could be released into water streams
- work involving removal of hazardous materials

1) Insurance Contracts

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

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.



- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

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

4) Insurance Proceeds

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

5) Deductible

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

SC03 COMPLIANCE WITH APPLICABLE LAWS:

The Contractor must comply with all laws, regulations rules instructions and directives applicable to the performance of the Work or any part thereof in force on the site where the Work is to be performed. The Contractor must also comply with all laws, regulations, rules, instructions and directives applicable to the agents and servants of the Crown. The Contractor must also require compliance therewith by all of its subcontractors. Evidence of compliance with such laws, regulations and rules must be furnished by the Contractor to the Contracting Authority at such times as the Contracting Authority may reasonable request.

Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

SC04 WORKERS COMPENSATION

It is mandatory that every Contractor contracted for work must have an account with the Provincial Workers Compensation Board/Commission, and coverage shall be extended to cover all employees.

SC05 TUBERCULOSIS TESTING:

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfil the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.



SC06 INFORMATION GUIDE FOR CONTRACTORS

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC, will complete the applicable Module(s) and retain the signed checklist(s) from the CSC Information Guide for Contractors” website: www.bit.do/CSC-EN.

SC07 CLOSURE OF GOVERNMENT OFFICES

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government offices, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

SC08 CONTRACTOR’S PERFORMANCE EVALUATION REPORT

CSC will evaluate the Contractor’s performance during the execution of the work and when it is completed using PWGSC – TPSGC form 2913 “Contractor Performance Evaluation Report Form (CPERF)”. This evaluation will be based on the quality of the execution of the work, timeliness, management of on-site health and safety and the general management of the Contractor’s work in relation to the effort required by the Department’s employees in the administration of the contract. A completed performance evaluation report will be sent to the Contractor when the work has been completed for all projects.



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	R2550D	(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);
GC 8	Dispute Resolution	R2884D	(2016-01-28);
GC9	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Charges Under GC6.4.1	R2950D	(2015-02-25)
	Supplementary Conditions		
 - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.



BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

WWTP SBR Dehumidification

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____

Fax: _____

PBN: _____

E-mail address: _____

BA03 THE OFFER

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

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

BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of ninety [90] days following the date of solicitation closing.

BA05 ACCEPTANCE AND CONTRACT

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

BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work on or before March 31, 2018.

BA07 SIGNATURE

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

Signature

Date



APPENDIX 1 - COMBINED PRICE FORM (1 page)

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

LUMP SUM

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

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

LUMP SUM AMOUNT (LSA) Excluding applicable tax(es)
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APPENDIX 2 – INTEGRITY PROVISIONS – LIST OF NAMES

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

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

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



**APPENDIX 3 – DEPARTMENTAL REPRESENTATIVES
TO BE PROVIDED AT CONTRACT AWARD.**

Contracting Authority is:

Name: Greg Dobbie
Title: Contracting and Procurement Officer
Department: Corrections Canada
Division: Materiel Management
Telephone: 613 - 545 - 8274
E-mail: Gregory.Dobbie@csc-scc.gc.ca

Technical Authority is:

Name: To be filled in upon contract award
Title: Regional Project Officer
Department: Corrections Canada
Division: Construction and Facilities Planning
Telephone: _____ - _____ - _____
E-mail: _____



Annex A – CERTIFICATE OF INSURANCE (not required at solicitation closing)

CONTRACT				
Description and Location of Work:			Contract No. 21401-17/18-2058251	
			Project No.	
Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Safety				

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

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 (not required at solicitation closing)

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 Safety Canada as an additional Insured.

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

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

Commercial General Liability.

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

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

- a) blasting;
- b) pile driving and caisson work;
- c) underpinning;
- d) removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

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

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

Builder's Risk / Installation Floater.

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

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

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

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

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

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but no less than \$1,000,000 per incident or occurrence and in the aggregate.



ANNEX B – LISTING OF SUBCONTRACTORS

- 1) In accordance with **GI06 – Listing of Subcontractors and Suppliers of R2410T – General Instructions – Construction Services**, 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 In Price.

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



ANNEX C - SCOPE OF WORK

GENERAL INFORMATION

The current humidity levels within the SBR room too high and have caused reliability issues with the controls.

SCOPE OF WORK

<p>Project Name: Joyceville Institution – WWTP SBR Room Dehumidification Project Number: 450-2607-0 Institution: Joyceville Institution (Medium Security) Requisition: 2058251</p>
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Objectives

The Correctional Service of Canada requires the services of a qualified contractor with the capabilities to supply and install a dehumidification system to control the humidity within the Sequencing Batch Reactor (SBR) control room in the Wastewater Treatment Plant located at Joyceville Institution in Kingston, ON.

Background

The current humidity levels within the SBR room too high and have caused reliability issues with the controls. There is also a health and safety concern associated with high levels of humidity. To ensure staff safety and reliable operation of the SBR, it is recommended the humidity levels be corrected.

Scope of Work

The contractor is to provide all personnel, tools, services, supplies, materials, supervision, applicable travel, meals, accommodations and equipment to:

- Supply and install replacement equipment with proper capacity.
- Connect to electrical power, our building automation system and any other requirements to commission unit/s.
- Ensure all programming and controls are functioning properly
- Submit all documentation, **Federal Halocarbon Regulation paperwork (including proof of leak test prior to charging the system) and copy of TSSA inspection report**, for the commissioning of the new system to the Project Authority. Commissioning information to specify halocarbon charged (type and quantity). Please note that invoice will not be processed or paid until this paperwork is complete and submitted.
- Training must be provided to the site maintenance staff in regards to maintenance and operation of the new unit.
- All wiring shall be installed in rigid conduit.
- Contractor shall provide all necessary wire, conduit, breakers, disconnects, fuses, inspections, permits, etc. required to provide power for the new system.

Operational Requirements

- The contractor must coordinate all work with CSC project authority (or designate) and take all steps to limit impact of above work on operations.
- The contractor is responsible for verification of all the measurements contained in this document.
- All workmanship and materials must comply with applicable federal and provincial codes and regulations and industry best practices.
- All workmanship and materials must comply with Correctional Service Canada Technical Criteria.
- All work must be performed by qualified personnel.
- Contractor must provide all applicable records such as proof of certification licensing and/or qualifications required by their staff to comply with applicable codes and regulations governing work on public roads.



Delivery and Security

Contractor considerations:

- All employees entering the facility shall report to the main entrance and pass through all security devices and screening before reporting to the identified work area.
- When assembling at the main entrance they will be provided with an escort that will be with them at all times during the installation process.
- At any time a corrections officer may require a contractor's employees to submit to a search if deemed necessary by a corrections officer.
- Employees should be aware that a tobacco ban is in effect. No smoking materials are permitted in the institution.
- Unauthorized cell phones, laptop and cameras are not permitted.
- Contractors shall complete a tool list (tool list requires approval from Project Authority prior to commencement of work) and only bring necessary tools into the institution and must account for these items at the end of every work day.
- Up to date CPIC clearance and photo identification is required for entry into the Institution.

Travel

Contractors are required to travel to and from Joyceville Institution.

Material Requirements

Contractor shall provide all personnel, tools, services, supplies, materials, supervision and equipment to complete the work as described. All material shall be new.

Requirements and Considerations

Contractor shall comply with the following:

Submittals:

- Contractor shall provide shop drawings for the approval by the Project Authority prior to the order or manufacture of any material.
- Contractor shall provide a complete project schedule after award of contract for approval by the Project Authority.
- Contractor shall submit health and safety plan (including fire emergency plan). This plan shall identify any hazards and details on how these hazards will be mitigated.
- Contractor shall submit plan for approval by Project Authority for maintaining operation of the building during construction.
- Contractor shall submit an Environmental Protection Plan addressing spill potential, risk protection and response associated with any vehicle fluids as well as providing a waste management plan (copy of waste manifests).
- Contractor shall submit CPIC forms for any individual requiring access to the site (allow 2 weeks for CPIC processing).
- Contractor shall provide tool list (including any large equipment) for approval by Project Authority.

Site access will not be granted until all submittals have been sent to the Project Authority.

Safety:

- All applicable Federal and Provincial safety codes shall be adhered to.
- The contractor shall maintain compliance of site procedures regarding potential hazardous work locations and situations.
- The contractor shall provide a site specific health and safety plan prior to any onsite work. This plan shall identify any hazards and details on how these hazards will be mitigated. This plan shall also include a Fire Emergency Plan.



Certificates, Inspections, Standards, Codes of Practice and Regulations:

- All work shall comply with any applicable federal or provincial/territorial regulations. Contractor shall provide documentation confirming such to the project authority.
- Work shall comply with the National Building Code or Ontario Building Code – whichever one has more stringent requirements.
- All new materials shall be installed in accordance with manufacturer's specifications, engineering standards, building codes, and best practices.
- Contractor shall submit a Notice of Project to the Ministry of Labour prior to starting projects that meet the standards set out in section 6(1) of the Regulations for Construction Projects, O.Reg 213/91 (the Regulation). Proof of this notification shall be provided to the Project Authority prior to commencing work.

Workmanship and Housekeeping:

- Contractor shall provide all necessary equipment and materials to complete the work as described in the scope of work.
- Contractor shall protect property in the areas not covered under this scope of work.
- Any equipment damaged in the course of this project shall be repaired and restored to normal operation by the contractor at no cost to CSC.
- Work shall be executed with minimum disruption to occupants and normal use of site.
- Workmanship shall be of the highest standard and shall meet all industry standards.
- Worksite shall be kept clean and neat and upon project completion the workplace area shall be clean, free of post construction materials and returned to original integrity.
- If work is to be completed in an occupied area then construction area shall be hoarded off and institutional property shall be protected from damage and dust.
- Contractor shall be responsible for taking accurate measurements.
- Contractor shall take all necessary precautions to maintain the safety and security of the institution.
- All work and the work site shall be visually inspected by the Project Authority or their representative and completed/cleaned up to the satisfaction of project authority prior to project closeout.

Tool Control:

- A master tool list, including large equipment and vehicles, shall be provided prior to project start up and a daily tool list shall be provided upon entry and all tools shall be accounted for at the end of day.
- Any scrap material (wiring, pipe, etc) shall be accounted for and cleaned up.

Site Access:

- Work shall be performed during regular working hours of 08:00 – 16:00 Monday –Friday; schedule must be pre approved by Project Authority.
 - Sally port hours: Monday – Friday 8:30 – 12:00, 13:00-15:30
- Any required submittals shall be provided to Project Authority **prior** to site access to commence work.
- Up to date CPIC clearance and photo identification is required for entry into the Institution.
- All work shall be completed without delay and a schedule of operation shall be provided to the Project Authority 48 hours prior to commencing work. The schedule shall include the following; start date, hours of work, names of those who require entry, milestone dates and completion date.

Additional Work or Delays:

- Any additional work beyond that described in this scope of work shall first be approved by the Project Authority prior to commencement.
- Any circumstances that cause delay during the project shall be identified to the Project Authority as soon as the circumstance is discovered and shall be followed up in writing to the Project Authority.



Disposal or Removal of Materials and Environmental Protection Plan:

- Disposal of any removed material shall be carried out using the highest standard in regards to landfill waste diversion, reusing, recycling, and comply with applicable transportation and environmental legislation (federal and provincial).
- Copies of waste manifests shall be provided to the Project Authority.
- Contractor shall ensure that Transportation of Dangerous Goods regulations are followed. Institution may request qualification proof for transporter.
- Provide an Environmental Protection Plan that identifies tasks to be performed, associated potential risks and mitigation measures to address those risks.

Cost Breakdown:

- Contractor shall cost breakdown clearly indicating all material and labour.

Place of Performance

Joyceville Institution
Joyceville, ON

Period of Performance

Project shall be completed 4 weeks after contract award.

Site Meeting

There will be a mandatory site visit.

Authorities

Project Authority: Chris Barkley, P.Eng
Regional Chief of Facilities (Ontario)

Contract: Greg Dobbie
Regional Procurement & Contracting Officer
Correctional Service Canada
Branch/Directorate: Procurement
Telephone: 613-545-8274
Facsimile: 613-536-4571
E-mail address: Gregory.Dobbie@csc-scc.qc.ca