



Protected

A  B  C

Once completed

File No.
<b>21301-18-2785316</b>

## REQUEST FOR QUOTATION

The *Privacy Act* applies to all personal information recorded in any form by the Tenderer in connection with any services rendered pursuant to this contract.

Due date (YYYY-MM-DD)	Time	Project title
<b>2018-01-25</b>	<b>2 H 00 PM</b>	<b>Replacement of the dishwasher of the kitchen building D3</b>
Tender ID #	Project #	Location of work
<b>21301-18-2785316</b>	<b>352-2710</b>	<b>La Macaza Institution</b>

**Description of work**

To perform the work as outlined in the plans and specifications dated June 20<sup>th</sup>, 2017 which is part of this notice by providing the skilled labor, expertise, materials, transportation, machinery, equipment, accessories and all other supplies or knowledge necessary to perform the work.

**Please note on page 2 the instructions to bidders.**

**From the date of award, the work will be completed within/by**

**2018-03-29**

For further information, please contact		Date (YYYY-MM-DD)
Issued by	Title	2018-01-09
Karine Clément	Acting Regional Officer, Contracting and Procurement	
Telephone no.	E-mail	
450-661-9550, ext. 3214	<a href="mailto:Karine.clement@csc-scc.gc.ca">Karine.clement@csc-scc.gc.ca</a>	



## SPECIAL INSTRUCTIONS TO BIDDERS

- SI01 Bid Documents
- SI02 Information Requests during Solicitation Period
- SI03 Site Visit Mandatory
- SI04 Revision of Bid
- SI05 Bid Solicitation Results
- SI06 Bid Validity Period
- SI07 Construction Documents
- SI08 Negotiations
- SI09 Bid Receiving
- SI10 Mandatory Conditions
- SI11 Security Clearance
- SI12 Notification of the Commission de la Construction du Québec
- SI13 Evaluation of the Contractor's Performance
- SI14 General Terms and Conditions
- SI15 Other

### SI01 BID DOCUMENTS

1) The following documents constitute the Bid documents:

- (a) Bid Solicitation;
- (b) Special Instructions to Bidders;
- (c) General Instructions to Bidders **R2710T** (2017-09-21);  
**The General Instruction G108 of the document R2710T, Construction Services – Bid Security Requirements does not apply to this process. A bid bond is not required.**
- (d) Bid and Acceptance Form and all related appendices.

Submission of a Bid constitutes a declaration that the Bidder has read these documents and agrees to the terms and conditions therein.

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

### SI02 INFORMATION REQUESTS DURING SOLICITATION PERIOD

Requests for information regarding the Bid Solicitation must be submitted in writing to the Authority Contracting named in the Bid Solicitation - Page 1 as soon as possible during the Solicitation Period. With the exception of the approval of alternative materials as described in **Instructions to Bidders G115 R2710T** (2017-09-21), all other information requests must be received at least **three (3) calendar days** before the Solicitation Closing Date to allow enough time to respond. It may not be possible to respond to information requests received after that date.

To ensure the consistency and quality of the information provided to Bidders, the Authority Contracting will examine each information request and decide whether or not it is appropriate to issue an amendment.

All information requests and other communications sent before the Solicitation Closing Date must be addressed **ONLY** to the Authority Contracting named in the Bid Solicitation - Page 1. Failure to comply with this condition may result in the rejection of the Bid.



**SI03 SITE VISIT MANDATORY**

Please note that there will be a site visit on **January 17, 2018 at 10:30**. Interested Bidders should present themselves at La Macaza Institution, located at 321, Chemin de l'Aéroport, La Macaza (Québec) J0T 1R0. The site visit is MANDATORY for this project. If the attendance sheet is not signed by the Bidder's Representative, the Bid will be rejected.

**SI04 REVISION OF BID**

A Bid may be revised by letter or facsimile in accordance with **GI10 of the General Instructions to Bidders R2710T** (2017-09-21). The fax number to which revisions must be sent is: 450-664-6615.

**SI05 BID SOLICITATION RESULTS**

An official letter will be sent out to all bidders to inform them of the winning bidder and the total amount.

**SI06 BID VALIDITY PERIOD**

- 1) Canada reserves the right to seek an extension of the Bid Validity Period as indicated in BA04 of the Bid and Acceptance Form. Upon receipt of a written notice from Canada, Bidders may accept or refuse the proposed extension.
- 2) If the extension mentioned in paragraph 1) of SI06 is accepted in writing by all the Bidders who submitted a Bid, Canada will continue with the evaluation of the Bids and the approval processes.
- 3) If the extension mentioned in paragraph 1) of SI06 is not accepted in writing by all the Bidders who submitted a Bid, Canada may, at its sole discretion;
  - a) continue with the evaluation of the Bids of those who accepted the proposed extension and obtain the requisite approvals; or
  - b) cancel the Solicitation.
- 4) The conditions described herein do not restrict in any way the rights of Canada under the law or under **the General Instructions to Bidders R2710T** (2017-09-21).

**SI07 CONSTRUCTION DOCUMENTS**

When the contract is awarded, a series of construction documents (plans and specifications) on paper, signed and sealed will be provided to the successful Contractor. Upon request, additional series up to a maximum of 1 will be provided to the Bidders at no charge. It is the Bidders responsibility to obtain other copies he may need, if any, at his own cost.

**SI08 NEGOTIATIONS**

- 1) If the lowest responsive Bid exceeds the amount of funding allocated by Canada for the work to be executed during the construction phase;
  - a) by 15% or less, Canada may decide to exercise one of the following options:
    - (i) cancel the Solicitation; or
    - (ii) obtain additional funding and, subject to the provisions of **GI10 of the General Instructions to Bidders R2710T** (2017-09-21), award the contract to the Bidder who submitted the lowest responsive Bid; or



- (iii) re-examine the scope of the work and negotiate an equivalent reduction on the price offered by the Bidder who submitted the lowest responsive Bid.
- b) by more than 15%, Canada may decide to exercise one of the following options:
  - (i) cancel the Solicitation; *or*
  - (ii) obtain additional funding and, subject to the provisions of **GI10 of the General Instructions to Bidders R2710T** (2017-09-21), award the contract to the Bidder who submitted the lowest responsive Bid; *or*
  - (iii) re-examine the scope of the work and invite the Bidders who submitted a responsive Bid to the initial Solicitation to bid again.
- 2) Should Canada decide to negotiate or issue a new Bid Solicitation pursuant to subparagraphs 1) a) (iii) or 1) b) (iii), Bidders will have to use the same subcontractors and suppliers as in their initial Bid.
- 3) Should Canada decide to negotiate a reduction in the Bid Price pursuant to subparagraph 1) a) (iii), and an agreement is not reached, it may decide to exercise one of the options in subparagraphs 1) a) (i) or 1) a) (ii).

### SI09 BID RECEIVING

**This is not a public Bid Solicitation.**

The submissions by mail, messaging, delivery or by email at [GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA](mailto:GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA) (limit of 10 MB) will be received at the submissions' reception office until the date and time deadline at the following location:

**Correctional Service of Canada  
Material Resources Division  
250, Montée St-François  
Laval (Quebec) H7C 1S5  
Telephone 450-661-9550, ext. 3223**

**DELIVERY HOURS TO OUR BIDS OFFICE ARE FROM 8:00 AM TO 12:00 NOON AND FROM 13:00 PM TO 15:30PM.**

The following information must appear on the outside of the Bid envelope:

- Bid number: **21301-18-2785316**
- Contracting Authority's Name: **Karine Clément**
- Closing Date: **January 25<sup>th</sup>, 2018 at 14:00**

**N.B.** Correctional service of Canada (CSC) will not reimburse costs incurred by bidders to prepare their bids.

**BIDS SUBMITTED AFTER THE STIPULATED CLOSING DATE AND TIME WILL BE RETURNED UNOPENED.**

### SI10 MANDATORY CONDITIONS

**Your Bid MUST include the following documents, otherwise it will be rejected.**

- **Bid and Acceptance Form completed and signed (pages 8, 9 and 10).**

To ensure uniformity, transparency and fairness in the evaluation of our Bids, for Bids to be responsive Bidders must obtain the Bid Documents from the "Buy and Sell" public tendering system at <https://buyandsell.gc.ca/> for their bids to be admissible.



## SI11 SECURITY CLEARANCE

The Contractor must submit to the Contracting Authority, (Karine Clément) the enclosed security clearance information form (s) CSC-1279 and a copy of the Driver's licence for everyone visiting the site, including the subcontractors. The forms must be sent no later than **January 15, 2018** by email at [Karine.clement@csc-scc.gc.ca](mailto:Karine.clement@csc-scc.gc.ca)

Please note that all employees and subcontractors involved in executing the work will also be subjected to the same security clearance and must complete the above-mentioned form.

## SI12 NOTIFICATION OF THE COMMISSION DE LA CONSTRUCTION DU QUÉBEC

Without restricting the requirements in the General Conditions herein, the successful Contractor must **send the information listed below to the closest office of the Commission de la Construction du Québec (CCQ)** within seven (7) business days of the contract being issued.

### Commission de la Construction du Québec

Directeur  
Direction de la coordination stratégique des opérations  
8485, Christophe-Colomb  
Montréal (Québec) H2M 0A7

Tél. : 514-341-7740, poste 6477

Télé. : 514-736-6739

Courriel : [Francine.Labee@ccq.org](mailto:Francine.Labee@ccq.org)

### The information sent must include but not be limited to:

- Contract Identification Number;
- Contractor's Name;
- Description of Work;
- Location where the work will be executed;
- Contract Period;
- Price Determination (hourly rates, regular and overtime).

### Or a complete copy of the contract

The Department reserves the right to verify that this requirement has been met. Should the Contractor have omitted and refuses to send the said information, the contract may be cancelled.

## SI13 EVALUATION OF THE CONTRACTOR'S PERFORMANCE

### Contractor's performance evaluation report

Bidders should note that the Department will evaluate the Contractor's performance during the execution of the work and when it is completed. This evaluation will be based on the quality of the execution of the work, time for completion, 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. If the Contractor's performance is deemed unsatisfactory, his right to submit bids for future work may be suspended indefinitely.

A completed performance evaluation report will be sent to the Contractor when the work has been completed for all the projects.

### The Contractor could lose his right to bid indefinitely if he receives:

- 1) a rating of 5 or less on one of the evaluation criteria; or
- 2) an overall performance rating between 30 and 50 on two occasions.



**SI14 GENERAL TERMS AND CONDITIONS**

The following terms and conditions are incorporated herein:

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c. 16, the general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this solicitation, bid and any resulting contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The following conditions are incorporated by reference into and form part of the Bid Documents and Contract Documents:

- (a) Completed Bid and Acceptance Form and all related Appendices;
- (b) Plans and Specifications;
- (c) General Conditions:
  - (i) GC1 General Provisions R2810D (2017-11-28);
  - (ii) GC2 Administration of the Contract R2820D (2016-01-28);
  - (iii) GC3 Execution and Control of the Work R2830D (2017-11-28);
  - (iv) GC4 Protective Measures R2840D (2008-05-12);
  - (v) GC5 Terms of Payment R2850D (2016-01-28);
  - (vi) GC6 Delays and Changes in the Work R2860D (2016-01-28);
  - (vii) GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - (viii) GC8 Dispute Resolution R2880D (2016-01-28);
  - (ix) GC9 Contractual guarantee R2890D (2014-06-26);
  - (x) GC10 Insurance R2900D (2008-05-12);
- (d) Insurance Terms G2001C (2014-06-26);  
We also accept Umbrella insurance up to \$5 million.
- (e) Supplemental Conditions
- (f) Allowable Costs for Contract Changes under GC6 R2950D (2015-02-25);
- (g) Any amendment issued or revision of a responsive Bid, received before the Solicitation Closing Time and Date;
- (h) Any amendment incorporated by mutual agreement between Canada and the Contractor prior to acceptance of the Bid; and
- (i) Any amendment to the Contract Documents made in accordance with the General Conditions.

The Manual is available on the PWGSC Website at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**Note:** If two or more admissible bids have the same low price, the one with the lowest evaluated price and with the closest delivery date will be recommended for a contract. If the bidder withdraws after the grant of contract, we will pass on to the next lowest bidder.

**SI15 OTHER**

**Direct deposit request**

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to [GEN-QUE307FOURNISSEURS@CSC-SCC.GC.CA](mailto:GEN-QUE307FOURNISSEURS@CSC-SCC.GC.CA)



**BID AND ACCEPTANCE FORM**

**BA01 PROJECT IDENTIFICATION**

Project Title: **Replacement of the dishwasher of the kitchen building D3**

Bid Solicitation Number: **21301-18-2785316**

Project Number: **352-2710**

**BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Fax: \_\_\_\_\_

Procurement business number (PBN): \_\_\_\_\_ in accordance with GI13 of the General Instructions to Bidders R2710T (2017-09-21) If you do not have it, you can obtain it at the following site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

Email address: \_\_\_\_\_

**BA03 OFFER**

The Bidder offers to Canada to execute the work in the above-mentioned project, according to the Bid Documents for a total Bid Amount of:

\$ \_\_\_\_\_ plus applicable taxes

including the following addendum: \_\_\_\_\_

**BA04 BID VALIDITY PERIOD**

The Bid may not be withdrawn for a period of **60 days** following the Solicitation Closing Date.

**BA05 DURATION OF WORK**

The Contractor must execute and complete the Work BY **March 29, 2018**.



**BA06 LIST OF SUBCONTRACTORS**

The Bidder will contract the parts of the Work identified in the list of designated subcontractors below. The Bidder agrees not to make changes to the list of subcontractors without the written consent of the Departmental Representative. When the Bid was submitted, should the Bidder not have declared or have omitted some subcontractors as requested herein, during the execution of the contract, Canada, represented by the Minister of Public Safety, may seek damages or terminate the contract.

The Bidder certifies that the Bids for the parts of the work listed below have been received in accordance with local Bid submission regulations. The Bidder understands that if he does not comply with these regulations and the conditions herein, his Bid will be rejected.

- (1) Subcontractor: .....
- Address: .....
- Class of work: .....
- .....
- .....
- .....
- (2) Subcontractor: .....
- Address: .....
- Class of work: .....
- .....
- .....
- .....
- (3) Subcontractor: .....
- Address: .....
- Class of work: .....
- .....
- .....
- .....
- (4) Subcontractor: .....
- Address: .....
- Class of work: .....
- .....
- .....
- .....







**BA07 SIGNATURE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submission of a Bid constitutes a declaration that the Bidder has read these documents and agrees to the terms and conditions therein.**

**BA08 INTEGRITY PROVISIONS**

List of names: All bidders, no matter their situation in regards to the Policy, must provide the following information:

- i. bidders, offerors or suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. bidders, offerors or suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
- iii. bidders, offerors or suppliers that are a partnership do not need to provide a list of names. Contracting officers only need to submit the information provided by the bidder, offeror or supplier when requesting an integrity verification.

Name of the company administrators:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title of the administrator :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OR**

The bidder is a general partnership

During bid evaluation, a bidder must, a bidder must notify the contracting authority in writing within 10 working days of any changes to the list of names submitted with the bid.

