

**NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE**

**REQUEST FOR PROPOSAL**

Goods - Fabrication of Confederation Boulevard  
Street Name Signs

Page 1 of 3
NCC TENDER FILE # <b>AL1729</b>

<p><b>ADDRESS INQUIRIES TO:</b> Allan Lapensée, Sr. Contract Officer <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a></p>	<p><b>BID CLOSING/CLÔTURE DE L'OFFRE:</b> February 1, 2018 at 3pm EST</p>
<p><b>Submit your technical proposal including the mandatory appendix A form, one sign sample, signed page 1 of these RFP instructions and a sealed price envelope to:</b></p>	
<p>➔ <b>National Capital Commission Procurement Services 40 Elgin Street 2<sup>nd</sup> floor Security Centre Ottawa, ON K1P 1C7 Reference tender file #AL1729</b></p>	

**ADDENDUM ACKNOWLEDGEMENT:** I/We acknowledge receipt of the following addenda \_\_\_\_\_ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

<p><b>We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the goods and/or services listed and on any attached sheets at the submitted price(s).</b></p>		
Supplier's Name & Address:	Print Name:	Date:
Tel:	Signature:	
Fax:		
Email:		

# REQUEST FOR PROPOSAL

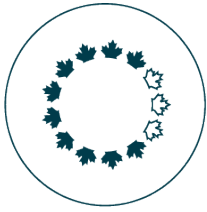
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**AL1729**

1. Submit a proposal in four (4) duplicate copies of the technical proposal including the mandatory appendix A form, one sign sample, signed page 1 of these RFP instructions and a sealed price envelope to supply & deliver goods for the National Capital Commission (referred to as the "Commission" or the "NCC") according to the Statement of Work document attached herewith. You may submit your proposal in English or French.
2. Page 1 of this RFP document is to be dated, signed, and returned. By doing so, the bidder acknowledges having read, understood and accepted the Request for Proposal which includes the Statement of Work, the General Terms & Conditions for Goods, and any/all other attachments or addenda to the Request for Proposal documents.
3. Enquiries regarding this bid solicitation must be submitted in writing to the following: Sr. Contract Officer, Allan Lapensée e-mail address – [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca) as early as possible within the solicitation period. Enquiries should be received no later than seven (7) 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. To ensure consistency and quality of the information provided to Bidders, the Sr. Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed ONLY to the Sr. Contract Officer named above. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.
4. The proposal is to include all information as stated in the Mandatory & Rated Requirements.
5. The financial offer (see section 4.3) must be in a sealed envelope and submitted separately from the proposal documents.
6. The selection of the successful bidder shall be made on the basis of technical merit and price. All mandatory requirements on Appendix A must be met and proposals obtaining a total minimum score of 180 pts out of 225 pts (80%) of the technical component will be considered as technically admissible. Fee proposals must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The fee proposal will be weighed with the technical evaluation score for the basis of award. The fee proposal considered in the evaluation of proposals must include all costs for the supply & delivery FOB Destination and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price. The overall best value will be based on a weighted factor of 60% for technical and a weighted factor of 40% for price. The lowest overall fee will receive 40 points, the maximum score a proponent can achieve under the Fee Proposal evaluation. Other overall fee proposals will be awarded points on a proportional basis. (Lowest fee divided by your fee times the weighted factor of 40 points). The total including taxes will be evaluated.
7. A debriefing of a Bidder's Technical Proposal will be provided, if requested to the NCC's Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful.
8. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.



# NATIONAL CAPITAL COMMISSION COMMISSION DE LA CAPITALE NATIONALE

## REQUEST FOR PROPOSAL

Goods - Fabrication of Confederation Boulevard  
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**AL1729**

9. The attached General Terms & Conditions for Goods will also form part of the resulting contract.
10. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
11. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful bidder and/or any/all bidders.
12. Facsimile transmittal of proposals will not be accepted.
13. Proposals will be held in the strictest confidence. There will not be a public opening of the proposals submitted for this Request for Proposal. Notwithstanding the foregoing, bidders are advised that as a Crown Corporation, the Commission is subject to the provisions of the *Access to Information Act*. Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the *Access to Information Act*.
14. The substantive requirements of the laws of the Province of Ontario shall apply to the Subject Matter, subject to any applicable federal laws.
15. The Commission shall not be obligated to reimburse or compensate any bidder, its sub-contractors or manufacturers for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
16. This Request for Proposal and all supporting documentation have been prepared by the Commission and remain the sole property of the Commission, Ottawa, Canada. The information is provided to the bidder solely for its use in connection with the preparation of a response to this Request for Proposal and shall be considered to be the proprietary and confidential information of the Commission. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Contractor's response, and the Contractor further agrees not to use them for any purpose other than that for which they are specifically furnished.
17. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission's General Conditions.

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## GOODS CONTRACTS

### General Conditions

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1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
  - i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.
  - ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.

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**GOODS CONTRACTS**  
**General Conditions**

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- iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.
  
- 10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.
  
- 11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.
  
- 12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
  
- 13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.
  
- 14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.
  
- 15. WHMIS Regulations apply to Controlled Products.

Supplier No. / N° du fournisseur

New supplier / Nouveau fournisseur  Update / Mise à jour

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM  
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

**PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)
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Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPPF	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPPF, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPPF, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non

Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :
Postal code / Code postal	( )	( )

**PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR  
IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:**

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			

Business No. (BN) / N° de l'entreprise (NE) -	<b>OR / OU</b>	SIN / NAS -
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GST/HST / TPS et TVH	QST / TVQ (Québec)
Number / Numéro : Not registered / non inscrit <input type="checkbox"/>	Number / Numéro : Not registered / non inscrit <input type="checkbox"/>

Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>	Contract for goods only / Contrat de biens seulement <input type="checkbox"/>
Type of goods and/or services offered / Genre de biens et / ou services rendus :			

**PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire**

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :	Address / Adresse :	Postal Code / Code postal :

**PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT**

E-mail address / Adresse courriel :

**PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS**

E-mail address / Adresse courriel :

**PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ( )			

**IMPORTANT**

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or fax to: Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou télécopier à : Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

**SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor  
(613) 239-5678 ext. 5156 or [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Direct deposit payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct deposit payment**

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins de l'impôt**

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable  
(613) 239-5678 poste 5156 ou [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Renseignements sur le paiement par dépôt direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement par dépôt direct**

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.

# STATEMENT OF WORK

Specifications for the fabrication of Confederation Boulevard Street Name Signs, Ottawa

January 2018



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# **1 INTRODUCTION**

## **1.1 Project description**

The National Capital Commission (NCC) wishes to retain the services of an experienced roadway and street name sign fabricator with significant expertise in custom designed signage involving the transformation and finishing of aluminum sheets, digital printing, the cutting and application of reflective sheeting, mechanical assembly and the finishing of street name signs.

Unless otherwise specified, this project will include project management, all required sampling as well as all operations necessary to the fabrication, quality control, packaging and delivery of the Confederation Boulevard street name signs.

## **1.2 Background**

Existing Confederation Boulevard street name signs have reached the end for their life cycle and must be replaced.

## **1.3 Objective**

The objective is to implement a high quality and durable street name sign on the Confederation Boulevard. Minimal life expectancy of new Confederation Boulevard street name signs shall be 12 years. Warranty under this contract shall be 10 years. See paragraph 8.4 regarding the warranty statement for details.

## 2 Definition of Terms

For the purpose of this Tender the following terms within this document will be defined as follows:

Wherever the terms “**or equal**”, or “**approved equivalent**” appear after specific types of materials and items throughout this specification, they shall be interpreted to mean as being equal in the opinion of the Design Manager, in material content, workmanship and quality to that designated as being the minimum acceptable standard, and that written approval must be obtained from the Design Manager prior to submitting an alternative, five (5) days before close of tender.

**Contracting Authority** refers to that person designated by the NCC to coordinate all matters pertaining to contract administration.

**Control sample** refers to the approved samples of work from the successful Tenderer, which is retained for comparison purposes as part of the Quality Assurance procedure.

**Design Manager** refers to that person designated by the NCC to act as liaison between itself and the successful Tenderer and to coordinate the administration of the program of work.

**Invitation to Tender** refers to this entire package of information which specifies the terms and conditions and also provides the specifications of the signs that are required.

**Project Manager** refers to the NCC employee responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of the program of work.

**Successful contractor** refers to the Tenderer who is awarded the resulting contract and who is responsible for all its agents, carriers, representatives, sub-contractors and all others involved in providing the specified work.

**Tender** refers to the offer of a bid for this contract and supplemental mandatory information submitted by a Tenderer in response to the solicitation issued by the NCC.

**Tenderer** refers to a contractor who puts forth or submits a Tender or a proposal.

### **3 Submission Requirements**

#### **3.1 Mandatory Requirements – Stage one qualification**

The tenderer must clearly demonstrate his expertise and capacity to manufacture the Confederation Boulevard street name signs.

The tenderer must respond to the mandatory requirements by filling out the mandatory requirement form (see Appendix A).

### 3.2 Rated Requirements – Stage two Qualification

The tenderer must clearly demonstrate his expertise and capacity to manufacture the Confederation Boulevard street name signs. The proposal must respond to the following rated requirements:

RATED REQUIREMENTS		Points Allotted
A	<p>Tenderer must include, with his proposal, a 6.0"X 6.0" sign sample with 0.5 in radius corners on 0.125" aluminum blank. Sample must demonstrate identical complexity, materials and fabrication method identified in Appendices B.</p> <p>No good sample = 0pts One (1) good sample = 50pts</p> <p>Evaluation criteria of sample are 5 pts for respect of format, 15 pts for quality of finish, 15 pts for materials and 15 pts for manufacturing process.</p>	<b>/50</b>
B	<p>Tenderer must include, with his proposal, the detailed fabrication methodology including bill of materials for the sample identified at rated requirement "A" above.</p> <p>Incomplete description = 0pts Detailed description with bill of materials = 25pts</p>	<b>/25</b>
C	<p>Tenderer must include, with his proposal, a quality control plan for this project (paint thickness, color matching, finish...).</p> <p>Incomplete plan = 0pts Complete plan = 25pts</p>	<b>/25</b>
D	<p>Tenderer must include, with is proposal, three (3) examples of projects of similar function, complexity materials and fabrication methods as those identified in Appendices B, with photos and descriptions, implemented in the last five (5) years.</p> <p>No good example = 0pts One (1) good example = 25pts Two (2) good examples = 50pts Three (3) good examples = 75pts</p>	<b>/75</b>
E	<p>For each project submitted at rated requirement "D", tenderer must provide the name and contact information of a client representative that the NCC will contact to obtain references.</p> <p>It is the responsibility of the bidder to ensure that the details of the contact person are accurate and current.</p> <p>25 pts per validated and positive reference. A minimum of two (2) references will be verified.</p>	<b>/50</b>
<b>Total</b>		<b>/225</b>

## 4 SCOPE OF WORK

The resulting contract will include the project management, the development, the fabrication, the finishing, temporary storage, the packing and delivery of the Confederation Boulevard street name signs as specified in this statement of work and in drawings, pages 1 to 7, in Appendices B.

### 4.1 Functional expertise

The following functional expertise is required to successfully execute the scope of work:

- Project management, development and production coordination
- Proofing and color matching
- Cutting and finishing of aluminum sheets
- Painting, Digital printing, lamination, assembly and finishing
- Quality Control

### 4.2 Deliverables

Deliverables for the work identified in this tender is comprised of all of the following items:

1. Project schedule
2. Meeting notes
3. The number of color charts required to match all Pantone reference colors specified for approval by the NCC. Color matching is the responsibility of the successful contractor.
4. Up to three (3) preproduction samples of the lateral mounted sign blank for approval by the NCC.
5. Up to three (3) preproduction samples of the maple leaf applique for approval by the NCC.
6. Up to three (3) preproduction samples of fully assembled lateral mounted sign for approval by the NCC. Approved sample to be used as first article of inspection and reference for quality control by supplier
7. Up to three (3) preproduction samples of fully assembled bottom mounted sign for approval by the NCC. Approved sample to be used as first article of inspection and reference for quality control by supplier
8. 85 fully assembled lateral mounted sign
9. 15 fully assembled bottom mounted sign
10. Inspection and quality control of all sign blanks and signs (a removable "QC" or "Passed" sticker will have to be applied to every finished sign to demonstrate that it has been carefully inspected and that it meets highest level of manufacturing quality.
11. Protective packaging of individual signs to prevent chipping and scratching, individually packaged signs shall be crated in lots, bottom mounted signs must be packed separately from lateral mounted signs to facilitate handling, storage and transportation.
12. Handling and delivery of signs
13. Warranty statement including 3M Performance Warranty

### 4.3 Pricing Annex

The financial offer must be in a sealed envelope and submitted separately from the technical proposal

Description	All-inclusive Lump Sum Price (excluding taxes) in Canadian currency
Travel, accommodation, meals and misc. disbursement related to travel to/from your location to Ottawa, ON for three (3) meetings as stated in section 4.6	\$
Color matching chart, color matching, proofs and samples	\$
Fabrication of 85 lateral mounted signs	\$
Fabrication of 15 bottom mounted signs	\$
Packing, handling, storage and delivery FOB destination	\$
<b>SUBTOTAL</b>	\$
<b>13 % HST</b>	\$
<b>TOTAL PRICE</b>	\$

**ADDENDUM ACKNOWLEDGEMENT:** I/We acknowledge receipt of the following addenda \_\_\_\_\_ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

<p><b>We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the goods and/or services listed and on any attached sheets at the submitted price(s).</b></p>		
Supplier's Name & Address:       Tel:  Fax:  Email:	Print Name:	Date:
	Signature:	

#### 4.4 Project management

The successful contractor is expected to assign an experienced project manager who will be a single point of contact for the contract. This individual must be fully aware of all aspects of the contract and is responsible to ensure that all project tasks are sequenced and scheduled to ensure final delivery as per approved schedule, on budget and of highest quality fit and finish.

This project manager is expected to proactively anticipate project challenges and to provide recommendations to mitigate challenges that may arise. It is expected that the assigned project manager will frequently communicate with the NCC Design Manager and will constantly monitor and communicate project progress verbally and in writing.

Any proposed schedule modifications, change orders and/or actions that may have an impact on product quality must be requested in writing to the NCC Project Manager and must receive written approval from the NCC before they are adopted.

The contractor's project manager will be expected to review all the fabrication drawings, parts, assemblies and finishes of deliverables and develop a comprehensive work schedule ensuring that all required materials, sub-contracted services, fabrication and delivery can be completed while respecting the NCC's quality standards and project milestones.

#### 4.5 Description of work

Tenderer must refer himself to specification drawings, pages 1 to 7, in Appendices B for description of Confederation Street Name Signs.

#### 4.6 Location of work and meetings

All meetings will be held in the National Capital Region. Start-up meeting will be held at NCC's headquarters at 40 Elgin Street, Ottawa, Ontario. Up to three (3) other meetings during the project at development, fabrication and finishing phases are to be organized by the successful contractor's project manager.

The NCC reserves the right for its Design Manager and Project Manager to visit the successful contractor's manufacturing facilities for quality audits on an as required basis

### 5 EVALUATION AND BASIS OF AWARD

The evaluation process will involve three stages, as followed:

- a) The first stage is a pass/fail assessment of the mandatory requirements as outlined in Appendix A.
- b) The **second stage** is an assessment of the technical proposal by the NCC of the capabilities and qualifications of the proponent and proposed personnel including project examples and client references. All proposals shall be evaluated and rated



according to the evaluation criteria and rated requirements described at paragraph 3.2. The technical evaluation is based on a total of 225 points. **The minimum required to pass to stage three is 180 points.** The score will then be converted in percentage (i.e. score x 100 / 225). **Only the financial proposals of the proponents that qualify at the technical proposal stage (i.e. 80% or over), shall be opened.**

- c) The **third stage** will consist of an assessment of the proponent's fee proposal. The lowest overall fee will receive 40 points, the maximum score a proponent can achieve under the Fee Proposal evaluation. Other overall fee proposal will be awarded points on a proportional basis. (Lowest fee divided by your fee times the weighted factor of 40 points). **The total including taxes will be used in the pricing fee assessment.**

**The basis of award will be determined by a best value score between a weight factor of 60 percent for the technical component and 40 percent for the price.**

## 6 SCHEDULE

### 6.1 Completion date

It is a condition of this contract that the successful contractor must fabricate and deliver the new Confederation Boulevard street name signs by April 30, 2018.

### 6.2 Payments

Payments are made net 30 days following the receipt of an acceptable invoice at [payables@ncc-ccn.ca](mailto:payables@ncc-ccn.ca).

The NCC will hold back 10% of all invoices for all work until good are delivered, inspected and approved, and all ancillary deliverables have been received, including the commissioning items.

## 7 EXECUTION OF CONTRACT

### 7.1 Successful Contractor's Responsibilities

The successful contractor is expected to execute the tasks in this tender package with the utmost excellence and professionalism.

The successful contractor, by commencing the work identified herein assumes the overall responsibility to assure that all assemblies, components and parts shown or required comply with the supplied specifications.

All product and work is subject to NCC inspection and approval. Unacceptable product or workmanship and damage will not be accepted. Payment for the entire contract will be withheld until substandard issues are completed to the high standards expected.

The NCC will schedule inspections based on the successful contractor's schedule once approved by the NCC. The successful contractor will be required to provide an updated schedule to the NCC Project Manager/Design Manager every week for the duration of the contract unless the latest schedule is being maintained.

The successful contractor is expected to maintain a well-organized project file and proactively provide the NCC Design Manager with copies of all receipts for materials procured in order to ensure that all specifications have been adhered to.

## **7.2 Services to be provided by the NCC**

A representative of the NCC (Project or Design Manager) will provide liaison for all approvals and technical inquiries after the contract is awarded (as required).

The NCC Design Manager or Project Manager will provide final approval on fabrication drawings, colors, samples and all fabricated and finished pre-production or production items.

# **8 QUALITY MANAGEMENT**

The overall quality of the Confederation Street Name Signs is the shared responsibility of the NCC and the successful contractor and is managed via a set of integrated procedures as follows:

- Description & Specifications package
- Quality Assurance monitoring & audits
- Fabrication inspections and approvals prior to finishing and following finishing
- Packing, Storage and delivery
- Warranty Statements

## **8.1 Description of Signs and Specifications Package**

Comprehensive documents describing the signs have been made available as part of this contract in Appendices B. This document includes all required information for the development and fabrication. It is the responsibility of the successful contractor to understand and adhere to the specifications contained therein.

The successful contractor must check and verify all materials, all dimensions and details on drawings before proceeding with the work. Any discrepancy between these drawings and specifications are to be promptly reported in writing to the NCC Design Manager.

## **8.2 Quality Assurance Monitoring & Audits**

The NCC is, ultimately, responsible for ongoing quality assurance functions, either directly or through 3rd parties engaged by it to fulfill its obligations.

AUDITING: Throughout the various phases of the project, Quality Assurance Audits will be conducted by the NCC Design Manager, Project Manager and/or a contracted representative of the NCC via both random and systematic methods.

### **8.3 Quality Control of Fabrication and Installations**

All quality control functions related to the design development, fabrication, manipulation, storage and transportation will be the responsibility of the successful contractor.

ADHERENCE TO SPECIFICATIONS: Responsibility for verification of adherence to the detailed specifications for fabrication of all parts, sub-assemblies and final assembly lies with the successful contractor. Prior to commencing fabrication, copies of official receipts for all materials must be made available to the NCC Design Manager to ensure that specified materials are being used.

DAMAGE PRIOR TO INSTALLATION: Any damage sustained before products are installed will be the responsibility of the successful contractor. Contractor is expected to fabricate and provide appropriate crates, palletes and protective covering while transporting both unfinished and finished materials.

DAMAGE DURING WARRANTY PERIOD: successful contractor shall not be held responsible for damage incurred to display bases as a result of vandalism or for abnormal or accidental abuse of the components occurring after the beginning of the guarantee period.

### **8.4 Warranty Statements**

The successful contractor shall guarantee their workmanship and materials from defects, color fading, paint peeling, surface wear for the period of ten (10) years after final acceptance of work and, at no additional cost, the successful contractor shall promptly repair or replace, to the NCC's satisfaction, any components thereof which in the opinion of the NCC are defective under normal operating conditions within the Confederation Boulevard streetscape environment.

## **9 DELIVERY**

Delivery is by appointment only. The successful contractor's project manager must coordinate delivery in advance with [WWarehouse@ncc-ccn.ca](mailto:WWarehouse@ncc-ccn.ca)

Delivery care of:

Steven Sdraulig  
Design & Construction Branch  
NCC-Greenbelt Research Farm  
1740 Woodroffe Avenue  
Ottawa, Ontario, K2G 3R8

## **10 CONTACT INFORMATION**

### **10.1 Contracting Authority during tender period**

Allan Lapensée  
Senior Contract Officer  
Finance and Procurement Services  
National Capital Commission  
[allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca)  
Tel. 613-239-5678 x 5051

### **10.2 Project Manager once contract is awarded**

Richard Daigneault  
Senior Landscape Architect  
Design & Construction Branch (DC)  
National Capital Commission  
[richard.daigneault@ncc-ccn.ca](mailto:richard.daigneault@ncc-ccn.ca)  
Tel. 613-239-5678 x5137

### **10.3 Design manager once contract is awarded**

Steven Sdraulig  
Senior Industrial Designer  
Design & Construction Branch (DC)  
National Capital Commission  
[steven.sdraulig@ncc-ccn.ca](mailto:steven.sdraulig@ncc-ccn.ca)  
Tel. 613-239-5678 x5480

## **11 APPENDICES**

- A. Mandatory Requirement Form
- B. Specification drawings, pages 1 to 7

# APPENDIX A – MANDATORY REQUIREMENTS

Fabrication of CB Street Name Signs - Confederation Boulevard, Ottawa

**Tenderer's must complete this Appendix A and submit with your proposal. Failure to complete & submit this Appendix A with your proposal will result in an immediate disqualification**

January 2018

## Mandatory Requirement A

The tenderer must be a well-established and active enterprise in the roadway signage sector and street name sign fabrication with a minimum of 10 year experience as an operating entity.

**A1. Yes / No.**

**Number of years of experience (minimum 10 years mandatory requirement) in roadway signage and street name sign fabrication:**

## Mandatory Requirement B

The tenderer must confirm he has a Coating Thickness Gauge for Wet Film Thickness (circle yes or no for answer) and complete gauge information.

**B1. Yes / No (mandatory requirement)**

Make:

Model:

Year:

## Mandatory Requirement C

The tenderer must confirm he has a Pantone Solid Coated Plus Series Formula Guide no more than 18 months old (circle yes or no for answer).

**C1. Yes / No (mandatory requirement)**

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

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

Date: \_\_\_\_\_