



**A1. HEALTH CANADA BID RECEIVING UNIT  
FEDERAL RECORDS CENTRE BUILDING**

Bid submission envelopes are to be delivered to the following address prior to February 28, 2018 at 2:00 P.M.

161 Goldenrod Driveway, Tunney's Pasture  
Loading dock of building #18,  
Ottawa, ON K1A 0K9 CANADA  
Business hours: 7h30 to 16h30

Attention: Caleb Wallace  
Telephone: 613-941-2076  
Solicitation #: 1000198128

<b>A2. TITLE</b> Sir Frederic Banting Research Centre (SFBRC) Roof Replacement	
<b>A3. SOLICITATION NUMBER</b> 1000198128	<b>A4. SOLICITATION DATE</b> 2018-02-12
<b>A5. AUTHORITY</b>  The Contracting Authority for this ITT is:  Caleb Wallace Senior Procurement and Contract Officer Materiel and Asset Management Division Chief Financial Officer Branch Ottawa, ON K1A 0K9  Telephone: 613-941-2076 Email: <a href="mailto:Caleb.Wallace@canada.ca">Caleb.Wallace@canada.ca</a>	

**Invitation to Tender (ITT)**

**THIS ITT CONTAINS A SECURITY  
REQUIREMENT**

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

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

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**INVITATION TO TENDER  
IMPORTANT NOTICE TO BIDDERS**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

For further instructions please consult “Special Instruction to Bidders”, SI10, “Security Related Requirements” and “Supplementary Conditions” SC1 “Security Related Requirements, Document Safeguarding Location”.

**INTEGRITY PROVISIONS - BID**

Important changes have been made to the Integrity Provisions - Bid as of July 3<sup>rd</sup> 2015. See GI1, Integrity Provision-Bid of R2710T of the General Instructions for more information.

## SECTION I – SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI1. INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI1 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions R2710T, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

#### *Declaration of Convicted Offences*

*Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process*

### SI2. BID DOCUMENTS

#### SI2.1 The following are the bid documents:

- a. Invitation to Tender – Cover Page;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services - Bid Security Requirements R2710T (2017-09-21);
- d. Clauses & Conditions identified in “Contract Documents”;
- e. Drawings and Specifications;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing

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

SI2.2 General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

R2410T section GI7, add following paragraph;

- a. Must be completed on the Bid and Acceptance Form;
- b. Must indicate:
  - Project number

- Solicitation number
  - Bidder's name
  - Closing Date and Time
- b. Must be received before tender closing time.

### SI3. 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 GI15 of R2710T, enquiries should be received no later than four (4) 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 shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period 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.

### SI4. MANDATORY SITE VISIT

Bidders, or their authorized representative(s) must attend a site visit scheduled on **February 20, 2018 at 09:00 A.M.** (Eastern Standard Time), at 251 Sir Frederick Banting Driveway, Sir Frederick Banting Bldg. Tunney's Pasture, Ottawa, Ontario K1A 0K9. At least (2) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Officer (by email to: [Caleb.Wallace@Canada.ca](mailto:Caleb.Wallace@Canada.ca) confirm their attendance and to provide the name of their representative(s).

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 not be accepted.**

There is no requirement for health and safety equipment to be worn by visitors.

### SI5. REVISION OF BID

A bid may be revised by e-mail to [Caleb.Wallace@Canada.ca](mailto:Caleb.Wallace@Canada.ca) and will only be accepted if received by the bid submission deadline specified on page 1 of this ITT. Revisions received after that deadline will not be considered.

**SI6. Bid Results**

1. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
2. An evaluation team composed of representatives of Canada will evaluate the bids.
3. Following solicitation closing, bid results may be obtained by e-mailing the Contracting Officer on the cover page of this ITT.

**SI7. INSUFFICIENT FUNDING**

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

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

**SI8. BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA4 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1 of SI8 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1 of SI8 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

**SI9. CONSTRUCTION DOCUMENTS**

The successful Contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Obtaining more copies shall be the responsibility of the Contractor including costs. Floor Plans are part of this Invitation to Tender.

**SI10. SECURITY RELATED REQUIREMENTS**

5. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC1 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
6. The Successful Bidder's personnel, as well as any sub-contractor and its personnel, who are required to perform any part of the Work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC1 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.
7. For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders” on the Standard Procurement Documents Web site [Industrial Security Program](#)

**SI11. 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:

**Bid Bond (form PWGSC-TPSGC 504)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

**Buy and Sell**

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

**Canadian economic sanctions**

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

**Construction and Consultant Services Contract Administration Forms Real Property Contracting**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

**Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

**Declaration Form**

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

**Labour and Material Payment Bond (form PWGSC-TPSGC 506)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>



**Performance Bond (form PWGSC-TPSGC 505)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

**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>

**Standard Acquisition Clauses and Conditions (SACC) Manual**

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

**Treasury Board Appendix L, Acceptable Bonding Companies**

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>

## SECTION II – SUPPLEMENTARY CONDITIONS (SC)

### SC1. SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

See ANNEX A

### SC2. INSURANCE TERMS

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

The obligations of the Insurer must be defined on the Certificate of Insurance that is available from the P:\ACQB\Business\RPC\_AMI\Standard Templates - Modèles normalisés\Construction\English. You must include it as Annex B prior issuance of the Invitation to Tender.

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

#### MINIMUM INSURANCE REQUIREMENTS:

- Commercial General Liability in the amount of \$2 Million dollars.
- Builder's Risk/Installation Floater (generally not required for contracts were there is no work/property to ensure, such as paving, asbestos abatement and dredging).

#### SC2.1 Insurance Contracts

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.

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.

#### SC2.2 Period of Insurance

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.

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.

### **SC2.3 Proof of Insurance**

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.

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.

### **SC2.4 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.

### **SC2.5 Deductible**

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

### SECTION III – CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
  - a. Contract Cover 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	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2017-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC6.4.1	Allowable Costs for Contract Changes	R2950D	(2015-02-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC9	Contract Security	R2890D	(2014-06-26);
GC10	Insurance	R2900D	(2008-05-12);

**Supplementary Conditions**

  - a. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - b. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - c. 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.

**SECTION IV – BID FORM (BF)**

**BF1. IDENTIFICATION**

Sir Frederic Banting Research Centre (SFBRC) Roof Replacement - Construction Project  
, ITT# 1000198128

**BF2. BUSINESS NAME AND ADDRESS OF BIDDER**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

PBN: \_\_\_\_\_

**BF3. 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 taxes.  
(amount in numbers)

**BF4. BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of (ninety) 90 days following the date of solicitation closing.

**BF5. ACCEPTANCE AND CONTRACT**

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

**BF6. CONSTRUCTION TIME**

The Contractor must complete all work no later than March 31<sup>st</sup> 2018.

**BF7. BID SECURITY**

The Bidder is enclosing bid security with its bid in accordance with GI8 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements G107 - Bid Security Requirements. The Bidder must submit a Bid Bond not less than 10 percent of the bid amount.

**BF8. SIGNATURE**

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

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**APPENDIX 1 – COMBINED PRICE FORM (1 PAGE)**

1. The prices per unit shall 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.

<b>LUMP SUM AMOUNT (LSA)</b> Excluding applicable taxes	
<b>HST</b>	
<b>TOTAL with HST</b>	

**\*It is Health Canada's intention to award a contract to the lowest priced technically responsive bid.**





**Appendix 3 – DEPARTMENTAL REPRESENTATIVE’S AUTHORITY**

**CONTRACTING AUTHORITY:**

Name : Caleb Wallace  
Title : Senior Procurement and Contracting Officer  
Department: Health Canada  
Division : Procurement and Contracting Unit  
Telephone : 613-941-2076  
e-mail : Caleb.Wallace@canada.ca

**TECHNICAL AUTHORITY:**

*Information to be entered upon contract award*

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Department: \_\_\_\_\_  
Division : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
e-mail : \_\_\_\_\_

## **ANNEX A – SECURITY REQUIREMENT CHECKLIST (SRCL)**

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

**FILE N° YBB-009-SFB**

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

YBB-009-SFB

Security Classification / Classification de sécurité  
Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
Health Canada		RPSD
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Construction phase of the Roof replacement project 251 Sir Frederick Banting Driveway, Tunney's Pastures Ottawa, ON		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified





**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

YBB-009-SFB

Security Classification / Classification de sécurité  
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Yves Bouvier-Belanger		Property & Facilities Manager		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
613-614-7181		yves.bouvierbelanger@canada.ca	2018-01-02	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
DAVID L. WILSON		Security Officer		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
204 298 0324	204 594 8100	DAVID.WILSON@canada.ca	3/1/18	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?				
				<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Caleb Wallace		Feb, 9th, 2018		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
		caleb.wallace@canada.ca		
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
DAVID L. WILSON		Security Officer		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
204 298 0324	204 594 8100	DAVID.WILSON@canada.ca	3/1/18	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada

## ANNEX B – CONDITIONS PRECEDENT TO CONTRACT AWARD

<b>Conditions Precedent to Contract Award</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
It is recommended that bidders provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.			
<b>B1.</b> The Bidder must provide assurance that they are in compliance with and their employees have received adequate instruction in the WHIMS regulations.			
<b>B2.</b> The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.			
<b>B3.</b> The Bidder must provide a copy of their corporate Health and Safety Policy and Program prior to kick off meeting. (Section 1.03.3, National Master Specification 01 35 29.06).			
<b>B4.</b> The Bidder must provide a copy of their Site Specific Hazard Assessment and the Site Specific Safety plan based on that hazard assessment for the proposed construction work within one work week from date of contract award. (Section 1.05, National Master Specification 01 35 29.06).			
<b>B5</b> The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) as indicated in the ITT, in the amount of \$2,000,000.00.			



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### ANNEX C – LISTING OF SUBCONTRACTORS

- 1) In accordance with GI06 – Listing of SubContractors and Suppliers of R2410T- General Instructions - Construction Services GI07 - Listing of SubContractors and Suppliers of R2710T- General Instructions - Construction Services - Bid Security Requirements, the Bidder should provide a list of SubContractors with his Bid.
- 2) The Bidder should submit the list of SubContractors and for any portion of the Work valued at 20% or greater of the submitted Bid Price.

	SubContractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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15			

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## ANNEX D

### STATEMENT OF WORK

#### **1.0 Scope**

##### **1.1 Title**

Sir Frederic Banting Research Centre (SFBRC) Roof Replacement - Construction Project

##### **1.2 Introduction**

To provide labour, material and equipment to undertake the work as defined in the Plans and Specification for two sections of the roof on the Health Canada, SFBRC facility, Tunney's Pasture.

##### **1.3 Objectives of the Requirement**

The objective of this contract is to provide all the labour, material and equipment required to perform work for the replacement of two sections of the roof of the SFBRC facility and as depicted in Annex "A" Specification Documents. This work will ensure the continued integrity of those two sections of the roof against infiltration of water and moisture.

The area of work has been defined in Attachment 1 to Annex D - Specifications Document.

##### **1.4 Background, Assumptions and Specific Scope of the Requirement**

The Banting building is comprised of multiple roofs and two roofs on the building need a complete replacement of the membrane. We've done some patches without success. The roofs are now past their lifespan, and require replacement to stop the current leaks.

The construction phase of this project must be finalized by end of March 2018. The Contractor will take into account the fact the facility will be continuously occupied during construction work.

#### **2.0 Requirements**

##### **2.1 Tasks, Activities, Deliverables and Milestones Deliverables:**

1. To complete the work as defined in the Specification Document as prepared Fishburn Sheridan \$ Associates Ltd.
2. Commissioning.

##### **2.2 Technical, Operational and Organizational Environment**

The Contractor is to provide on-site facilities as required to conduct the work and to storage material as per the specification.

The work is to be co-ordinated through the Technical Authority. At the commencement of the actual construction work the Contractor shall have external access only.

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### **2.3 Reporting Requirements**

All communications and submissions by the Contractor will be coordinated through the Technical Authority.

### **2.4 Project Management Control Procedures**

The individual identified in the proposed contract as the Technical Authority will oversee the work to ensure the work is brought in on time and approvals required internal to Health Canada are addressed in a timely manner.

### **2.5 Change Management Procedures**

Change in Scope of work will require prior approval of the Technical Authority. Prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

### **2.6 Specifications and Standards**

Contractor is required to meet all applicable codes and industry standards for the work required.

## **3.0 Additional Information**

### **3.1 Authorities**

1. Contracting Authority - To be specified at contract award.
2. Technical Authority - To be specified at the contract award.

The Technical Authority is responsible for all matters concerning the technical content of the work required under this contract. Any changes to the scope of work are to be discussed with the Technical Project Authority, but any resulting change can only be confirmed by the issuance of an official amendment to these Articles of Agreement issued by the Contracting Authority, as the case may be. All work will be verified by the Technical Authority to inspect and approve work, to ensure all work meets in accordance with the Ontario Building Code requirements and Health Canada standards.

3. The Administrative Authority - To be specified at the contract award.

### **3.2 Health Canada Obligations**

Health Canada may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the Technical Authority shall provide the Contractor with a written notification indicating the effective date and time of the suspension, the intended duration, and reason for the suspension (e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination).

### **3.3 Contractor's Obligations**

The Contractor will be responsible for the following;

1. Carrying out services in accordance with approved documents and directions given by the Technical Authority.
2. Directing all correspondence to the Technical Authority and not communicating with the client directly.

- 
3. Advising the Technical Authority of any changes that may affect the schedule or budget or are inconsistent with instructions or written approvals previously given and detailing the extent of and reasons for the changes and obtain written approval before proceeding.
  4. Ensuring all activities performed provide for the protection of Health and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility.
  5. Their own transportation and parking costs during the entire project life cycle; specified project tasks outlined in the Statement of Work (SOW).
  6. Managing attendance of sub-contractors (if applicable) to ensure work is completed as targeted.
  7. Tracking and completing all contract deliverables/tasks.
  8. Holding a construction trade license for all work they are responsible to perform during this project.
  9. Posting all applicable building permits at the site during the construction period.
  10. Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
  11. Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft or loss.
  12. Notifying the Technical Authority of any on-site activity and obtaining approval to gain access to the building 48 hours before entering the site.
  13. Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes.
  14. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the required work.

### **3.4 Location of Work, Work site and Delivery Point**

The work is to be conducted at Health Canada's Sir Frederik Banting Research Centre, 251 Sir Frederic Driveway, Tunney's Pasture, Ottawa, Ontario K1A 0K9.

The Contractor is required to be available for regular construction site meetings as the work progresses. All personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.

### **3.5 Language of Work**

All work can be conducted in either official language.

### **3.6 Insurance Requirements**

Contractors are responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the Government is not to indemnify contractors against such risks. Normally, therefore, a general condition of every contract is that the contractors indemnify and save the Crown harmless from all manner of claims and damages. Insurance is for the protection of Contractors in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown.

The Contractor must provide a copy of certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, if awarded a contract as a result of the RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in R2910D (Insurance Terms) of the SACC Manual, and in the amount of \$5,000,000.00. If there is a conflict between the Insurance Terms of R2910D and the instructions of this RFP, the instructions of this RFP prevail.

If the information is not provided in the tender, the Senior Procurement Contracting Officer will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure

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to comply with the request of the Senior Procurement Contracting Officer and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

### **3.7 Project Schedule**

The work is to begin on contract award and is to be completed no later than March 31<sup>st</sup> 2018.

### **3.8 Schedule and Estimated Level of Effort (Work Breakdown Structure)**

The Contractor is to provide a detailed work breakdown structure and level of effort required to carry out the work.

### **4.0 Required Resources**

The Contractor shall provide sufficient qualified personnel to accomplish promptly and satisfactorily all work included in this agreement. Prior to commencement, the Contractor shall provide the Technical Authority a list of personnel assigned.

### **5.0 Applicable Documents and Glossary**

#### **5.1 Applicable Documents(Attachments)**

5.1.2 174520DO – 2017-12-30 – Drawings issued for Tender

5.1.3 174520DO – B-Tender Specifications

#### **5.2 Applicable Websites**

Insurance Terms (Real Property Contracting 5.R)

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

Certificate of Insurance (form PWGSC-TPSGC 357)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

SACC Manual

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