



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:
Bid Receiving/Réception des
sousmissions**

RCMP / GRC
Procurement & Contracting services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

**Facsimile Number for Bid
Revisions:**

(306) 780-5232

**INVITATION TO TENDER
APPEL D'OFFRES**

Tender to: Royal Canadian Mounted Police

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

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

Comments - Commentaries

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

Facsimile No. - No de télécopieur:

Telephone No. - no de téléphone:

Title-Sujet: Interior and Exterior Renovations, Provost, AB	
Solicitation No. - No. de l'invitation M5000-18-7113/A	Date 3 May 2018
Client Reference No. - No. De Référence du Client 201807113	
GETS Reference No. - No. de Référence de SEAG PW-18-00826843	
Solicitation Closes -L'invitation prend fin at - à 2 :00 pm Central Standard Time on - le 23 May 2018	
F.O.B. - F.A.B. Destination	
Address Enquiries to: - Adresser toutes questions à: Teresa Hengen, Senior Contracting Officer	
Telephone No. - No de téléphone (639) 625-3449	Fax No. - N° de FAX: (306) 780-5232
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: Royal Canadian Mounted Police Provost, AB	
This document does contain a PERSONNEL SECURITY Clearance requirements	
Delivery Required - Livraison exigée: See Herein	Delivery Offered - Livraison proposée
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	



INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

CLAUSES REFERRED TO BY NUMBER (I.E. R2890D) CAN BE FOUND AT THE FOLLOWING WEB SITE
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> (to proceed with a search select "Search SACC" and insert clause reference number in ID box)

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

BUY AND SELL

Buyandsell.gc.ca/tenders is the Government of Canada's Electronic Tendering Service Provider.

Buyandsell.gc.ca/tenders does not advise potential bidders of changes to any of the projects. It is the responsibility of potential bidders to ensure that they are frequenting the site, ensuring that they are in receipt of all amendments for projects.

Please include, as part of your bid package, copies of all amendments that have been duly signed/initialed verifying proof of receipt.

CONTRACT SECURITY

The required amount of a security deposit or a letter of credit is established at 20% of the contract amount with no maximum. See GC9.2 of R2890D – Contract Security. Please note that Security Deposits and Letters of Credit no longer accepted in combination with Labour and Material Payment Bonds.



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GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) - R2710T (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/all> (to proceed with a "search" insert R2710T in the ID box)

- GI01 Integrity Provisions - Bid
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- GI09 Submission of Bid
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- GI14 Compliance with Applicable Laws
- GI15 Approval of Alternative Materials
- GI16 Performance Evaluation
- GI17 Conflict of Interest - Unfair Advantage
- GI18 Code of Conduct for Procurement – Bid

Subsection GI 16 of R2710D (2017-08-17), incorporated by reference above, is amended as follows:
Delete: in its entirety

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Security Access Requirements for Canadian Contractors
- SC02 Insurance Terms
- SC03 Submission of Bid
- SC04 Mandatory Health and Safety



CONTRACT DOCUMENTS (CD)

BID AND ACCEPTANCE FORM (BA)

BA01 Identification

BA02 Business Name and Address of Bidder

BA03 The Offer

BA04 Bid Validity Period

BA05 Acceptance and Contract

BA06 Construction Time

BA07 Bid Security

BA08 Signature

Annexes and Appendices:

Annex A – Scope of Work

Annex B – Security Requirement Checklist

APPENDIX 1 - RCMP CERTIFICATE ON INSURANCE / ATTESTATION D'ASSURANCE – GRC

APPENDIX 2 – Bid Submission Check List



SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 BID DOCUMENTS

- 1) The following are the bid documents:
 - (a) Invitation to Tender - Page 1;
 - (b) Special Instructions to Bidders;
 - (c) General Instructions - Construction Services - Bid Security Requirements R2710T (2017-09-21);
 - (d) Clauses & Conditions identified in "Contract Documents";
 - (e) Scope of Work;
 - (f) Bid and Acceptance Form and related Appendice(s); and
 - (g) Any amendment issued prior to solicitation closing.

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

- 2) General Instructions - Construction Services - Bid Security Requirements are 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>

- 3) **Bids must be submitted ONLY to the RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. The RCMP will not assume responsibility for bids directed to any other location.**

Due to the nature of the bid solicitation, ORIGINAL bids transmitted by facsimile or e-mail to the RCMP will not be accepted.

- 4) Canada requests that Bidders follow the format instructions described below in the preparation of their Bid:
 - a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

- 1) Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in the 'Approval of Alternative Materials' section of R2710T "General Instructions - Construction Services - Bid Security Requirements", 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 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.

SI03 OPTIONAL SITE VISIT

There will be a site visit on 15 May 2018 at 13 00hrs. Interested bidders are to meet at Royal Canadian Mounted Police, 5012 53rd Ave, Provost, AB.

SI04 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with the 'Revision of Bid' section of R2710T "General Instructions - Construction Services - Bid Security Requirements". The facsimile number for receipt of revisions is 306-780-5232.

SI05 BID RESULTS

- 1) A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" for the receipt of bids shortly after the time set for solicitation closing.
- 2) Following solicitation closing, bid results may be obtained by calling the bid receiving office at Telephone No. 639-625-3449.

SI06 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
- c) 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).

SI07 BID VALIDITY PERIOD

- 1) Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
- 2) If the extension referred to in paragraph 1) of SI07 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.



- 3) If the extension referred to in paragraph 1) of SI07 is not accepted in writing by all those who submitted bids then Canada 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 the 'Rejection of Bid' section of R2710T "General Instructions - Construction Services - Bid Security Requirements ".

SI08 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. Additional copies, up to a maximum of one (1), will be provided free of charge upon request by the contractor. Obtaining more copies shall be the responsibility of the contractor including costs.

SI09 SECURITY CLEARANCE

This document contains a mandatory security requirement for the performance of the subsequent contract (refer to clause SC01 of the Supplementary Conditions included herein).

- 1) The Successful Bidder's personnel, as well as any subcontractor 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 SC01 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.
- 2) For any enquiries concerning the project security requirement, during the bidding period, the Bidder must follow the instructions as detailed in SI02 "Enquiries during the Solicitation Period".

SI10 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



SI11 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

SI12 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

SI13 WEB SITES

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

Treasury Board Appendix L, Acceptable Bonding Companies

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

Contracts Canada (Buy and Sell)

<https://buyandsell.gc.ca/for-businesses>

Canadian economic sanctions

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

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

Bid Bond (form PWGSC-TPSGC 504)

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

Performance Bond (form PWGSC-TPSGC 505)

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

Labor and Material Payment Bond (form PWGSC-TPSGC 506)

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

SACC Manual

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

Schedules of Wage Rates for Federal Construction Contracts

<https://www.canada.ca/en/employment-social-development/programs/government-construction-contracts/wage-rates.html>

PWGSC, Industrial Security Services

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>



SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

1. All persons working on site must hold a Facility Access with Escort Security Clearance, this includes persons working to correct deficiencies or do warranty work, issued by RCMP Departmental Security. Refer to Annex B.

SC02 INSURANCE TERMS

1) Insurance Contracts

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

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

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

4) Insurance Proceeds

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

5) Deductible

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

Exception to SC02 – Insurance Terms; Proof of Insurance:

All references to the Certificate of Insurance (form PWGSC-TPSGC 357) in the instructions, general terms,



conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://publiservice-app.pwgsc.gc.ca/forms/pdf/357.pdf>), are to be replaced with “**Appendix 1 – RCMP CERTIFICATE OF INSURANCE / ATTESTATION D’ASSURANCE - GRC**”

SC03 SUBMISSION OF BID

1. Addition to R2710T General Instructions – Construction Services – Bid Security Requirements; GI09 Submission of Bid.
2. Copies of first page of amendment(s) to be submitted with bid, duly signed/initialed, verifying proof of receipt.

SC04 MANDATORY HEALTH AND SAFETY

FOR WORK IN ALBERTA

1. EMPLOYER/PRIME CONTRACTOR

- 1.1. The Contractor shall, for the purposes of the Occupational Health and Safety Act and Regulations, and for the duration of the Work of the Contract:
 - 1.1.1. act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2. assume the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3.. agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Project Manager's order * to:
 - 1.1.3.1. assume, as the Principal Contractor, the responsibility for the Canada's other Contractor(s); or
 - 1.1.3.2. accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* “*order definition*”: after contract award, Contractor is ordered by a Change Order

2. WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

- 2.1. The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:
 - 2.1.1. a Workers Compensation Board Premium Rate Statement;
 - 2.1.2. a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
 - 2.1.3. a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required



by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP.

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

3. PERMITS, NOTIFICATIONS AND SAFETY PLAN

- 3.1 The Contractor shall provide to the Project Manager:

3.1.1. prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form, contained herein, as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Project Manager; and

3.1.2. prior to commencement of work and without limiting the terms of General Instructions to Bidders GI14 and GC4 - Protective Measures GC 4.2

3.1.2.1. copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and

3.1.2.2. a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Project Manager.



CONTRACT DOCUMENTS (CD)

1) The following are the contract documents:

- (a) Contract Page when signed by Canada;
- (b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- (c) Scope of Work;
- (d) General Conditions and clauses

GC1	General Provisions	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	R2865D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2880D	(2016-01-28);
GC9	Contract Security	R2890D	(2014-06-26);
GC10	Insurance	R2900D	(2008-05-12);
	Supplementary Conditions		
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);

Subsection GC1.22 of R2810D (2017-08-17), incorporated by reference above, is amended as follows:
 Delete: in its entirety

- (e) Schedules of Wage Rates for Federal Construction Contracts;
 Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

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

3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:

<https://www.canada.ca/en/employment-social-development/programs/government-construction-contracts/wage-rates.html>.

4) The language of the contract documents is the language of the Bid and Acceptance Form submitted.

5) **Authorities:**

Contracting Authority:

The Contracting Authority for the Contract is:

Teresa Hengen
 Royal Canadian Mounted Police
 Procurement Officer
 5600-11th Ave



Regina, SK S4P 3J7
Telephone: 639-625-3449
Facsimile: 306-780-5232
E-mail: teresa.hengen@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Project Authority also referred to as Departmental Representative:

The Project Authority for the Contract is: (to be completed upon contract award)

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: _____
 Facsimile: _____
 E-mail: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6) Procurement Ombudsman

Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.



BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

Work under this contract will involve, but is not limited to the following for the Royal Canadian Mounted Police (RCMP): Supply all labour, material, tools, equipment, transportation, and supervision necessary to replace the previously removed water damaged building materials throughout the basement and to correct the negative drainage issues impacting a housing unit to prevent future water ingress events from occurring in Provost, Alberta and is further described in the attached Scope of Work and any amendments thereto.

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

Email: _____

BA03 THE OFFER

The Bidder offers to Her Majesty the Queen in right of 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 GST/HST

BA04 BID VALIDITY PERIOD

The bid shall not be withdrawn for a period of (60) days following the date of solicitation closing.

BA05 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).

BA06 CONSTRUCTION TIME

The Contractor shall perform and complete the Work by 31 August 31, 2018.

BA07 BID SECURITY

The Bidder is enclosing bid security with its bid in accordance with GI08 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.



BA08 SIGNATURE

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

Signature

Date



ANNEX A
Scope of Work

Government of Canada Housing, Provost, Alberta (KBU 53)

General Information:

- Any changes to the Scope of Work and/or costs must be provided in writing to the Senior Asset Manager/Project Authority and approved by the Contracting Authority before proceeding; and
- Any deficiencies identified as part of the scope of work of this project shall be covered under a 1-year Contractor's warranty, to be completed in a timely manner at no additional cost to the RCMP.

Introduction & Background:

The Royal Canadian Mounted Police (RCMP) owned Employee Housing Unit located in Provost, Alberta, requires repairs to the basement due to ground water penetration from the exterior.

The Unit was constructed in 1989. It has been reported that in the Summer of 2017, ground water began seeping through the wooden basement on the South side of the Residence, and soaked through the carpet flooring in the spare bedroom. A second water ingress event occurred in August during a period of heavy rain, which lead to water damage throughout the basement.

A restoration company was contacted to attend the site, and to remove all water damaged and mould impacted building materials from the Basement as soon as possible, in an effort to reduce the potential spread of airborne mould spores and growth within the Residence. A storage container has been provided by this company in which the resident's personal effects are being stored while work within the basement was completed. This work was completed on September 18, 2017; the storage container remains on site until reinstatement of the basement finishes is completed.

Objective:

The objective of this project is to replace the previously removed water damaged building materials throughout the basement of this Employee Housing Unit, and to correct the negative drainage issues impacting this Unit to prevent future water ingress events from occurring.

Scope:

1. The Contractor must inspect the exposed interior of the wood foundation and the exposed concrete flooring within the basement in order to identify where water has historically penetrated through, or where water could penetrate through in the future. Where identified, suspect leaks and cracks are to be professionally sealed to prevent future water ingress.
2. The Contractor must replace with new all previously removed water and/or mould-impacted building materials as required, including but not limited to the lower 2 feet of finished walls throughout the basement, luxury vinyl plank flooring, and the wooden shelving in the cubby closet within the spare bedroom.
3. The Contractor must excavate to the footing around the entirety of the residence in order to properly inspect the existing weeping tile, and repair or replace as required in order to achieve proper underground water collection and discharge. The Contractor shall supply and install a new sump pump, complete with drainage lines directed to the property line, to mitigate the potential for future water ingress. The Contractor shall supply and



professionally install new 6 mm (or greater) exterior moisture barrier to all exterior sides of the wood foundation, following the *Canadian Standards Association CAN/CSA S406* Standard requirements. All excavated areas must be backfilled and compacted, so as to return landscaping to previous condition.

4. The Contractor shall supply and install new metal window wells, new window trim, weather proof membranes, and new windows to all existing basement window locations, and shall improve the existing exterior grade adjacent to the Unit to at least 2% positive grade, to mitigate the potential for future water ingress.
5. The Contractor shall replace the existing light fixture from within the main floor laundry closet with a new modern 'ceiling-hugger' light fixture and energy efficient light bulbs.

Requirements:

- a) The Contractor must complete the mandatory RCMP security clearance process, which can take upwards of 3 weeks. Within 5 business days of contract award, the Contractor is expected to submit all original, hand-signed paperwork required for this process;
- b) The Contractor must liaise with the Senior Asset Manager and the Detachment Commander to determine a schedule for the work to be initiated and completed. A schedule of work must be presented by the Contractor and agreed to by all parties within 2 weeks of the receipt of successful security clearances;
- c) The Contractor shall provide all materials, labour and equipment (including requirements for power, water, temporary lighting and tool/equipment secure storage) necessary to complete the work;
- d) All measurements are to be confirmed on site by the Contractor;
- e) All finishes, colours and/or patterns of new and replacement materials are to be approved prior to purchase and/or installation by Asset Management/Project Authority;
- f) All specialized work (i.e. plumbing, electrical, HVAC, etc.) shall be completed by a qualified worker. All work shall be crafted in a professional manner. No drips, flaws, or second rate work will be accepted. If craftsmanship is lacking, the Contractor shall correct the deficiencies at no additional cost to the Owner;
- g) Inspect the exposed interior of the wood foundation and the exposed concrete flooring within the basement of the residence. Identify any cracks, breaks, signs of historical water damage or other deficiencies. Professionally seal or otherwise repair these identified deficiencies;
- h) Reinstall with new all building materials that were removed or damaged as part of the mould remediation and/or foundation repair. Some materials were previously removed and stored on site, however quantities of such should be confirmed by the Contractor. This includes supply and installation of vapour barrier and batt insulation within the wall cavity on all exterior basement walls, drywall, drywall joint compound, baseboard and trim, and paint;
- i) Supply and install new wooden shelving within the cubby closet of the spare bedroom, to replace previous shelving that was removed due to water damage;
- j) Prepare the surfaces to be repainted, according to paint manufacturer's instruction. This shall include cleaning surfaces, and chipping, scraping and sanding all loose paint and drywall joint compound;
- k) Supply and paint all walls, baseboards, trim and wooden shelving with, at a minimum, two coats of 100% acrylic kitchen and bath interior enamel low luster/eggshell paint, to match existing. Paint shall have a 10 year warranty. Paint shall be applied uniformly and shall fully cover the existing paint. No transition between the



pre-existing drywall walls and the newly installed lower section of walls should be visible. If additional coats are required to cover over existing paint, Contractor shall provide the additional coats at the Contractors expense;

- l) Clean and prepare the recently exposed concrete subfloor as per manufacturers specifications, ensuring no remnants of historical flooring material or associated products such as glues, mastics, etc. remain;
- m) Supply and professionally install new luxury vinyl plank flooring throughout the basement. Acceptable product is Armstrong Flooring LUXE Plank with FasTak Install 48' x 7' plank, or equivalent. Matching trim, transitions and molding to be installed where applicable. Protect newly installed flooring material from damage during other renovation activities;
- n) Professionally re-install the previously removed baseboards, trim, closet shelves/rods, doors, plumbing fixtures, and other building materials and hardware, where applicable. If additional materials are required in order to return the basement to a completed state, these are to be supplied and installed as part of this project;
- o) Excavate to the footing around the entirety of the residence. Check and clean existing weeping tile for cracks, breakage or other deficiencies; repair or replace components as required. Supply and install vertical drainage tile as required at each basement window;
- p) Investigate as to the potential source(s) of water egress which have historically lead to leaks into the basement. Seal any potential points of moisture entry with waterproof caulking, foam or equivalent;
- q) Supply and professionally install new basement windows and window trim (Durabuilt Alpha, or equivalent) to replace existing old basement windows. New window trim colour to visually match existing window trim throughout the residence. New weather-proof membrane must be installed around the perimeter of each new basement window;
- r) New windows must be factory assembled, maintenance-free, prefinished rigid PVC, complete with triple pane insulating glass, operable hardware, weather-stripping, fiberglass insect screens, and all required anchorages, attachments and shims. Windows shall be Energy Star rated, and shall conform with the Canadian Code for Energy Conservation in New Buildings, and all current NBC or CMHC requirements, whichever are more stringent. New windows must carry a 20-year manufacturer's guarantee;
- s) Supply and install new 6 mm (or greater) exterior moisture barrier to all exterior sides of the wood foundation, following the *Canadian Standards Association* CAN/CSA S406 Standard requirements;
- t) Supply and install new galvanized, corrosion-resistant steel window wells at each basement window location. Finished installation should extend 4-6" above the finished soil grade. Fasten new steel window wells to the wall with proper anchors, and seal with waterproof caulking. Fill the vertical drains and the base of the window wells with new clean, crushed rock;
- u) Supply and install a new sump pump complete with a minimum 15 feet of drainage lines, directed to the property line;
- v) Back fill and compact the excavated areas, and return landscaping (including any items that may have been removed as part of previous works, such as concrete walkways, decking, etc.) to previous condition or greater, ensuring that the new grade on the entirety of the residence is 2% positive or greater;
- w) Remove and dispose of existing light fixture from within the main floor laundry closet. Provide and install new modern 'ceiling-hugger' style light fixture to replace the existing broken fixture within this closet, complete with new compatible LED light bulbs;



- x) All construction waste generated on Site shall be the responsibility of the Contractor, and shall be disposed of properly off site;
- y) Upon completion of all work, the Contractor shall sufficiently clean the work area(s) including vacuuming with a HEPA filter-fitted vacuum all visible interior surfaces except the ceiling, followed by wet-wiping; and
- z) Any other work not detailed herein, that is required to complete the Scope of Work as described above. A site visit to the Employee Housing Unit prior to providing an estimate for this work can be arranged, if requested, in order to limit any unforeseen costs.

Deliverables:

- a) The Contractor must, within 5 business days of contract award, submit to the Senior Asset Manager all original, hand-signed paperwork required to complete the RCMP security clearance process;
- b) The Contractor must provide to the Senior Asset Manager a complete schedule of work, within 2 weeks of the receipt of successful security clearances;
- c) The Contractor must provide to the Senior Asset Manager Specifications or shop drawings of all selected new and replacement products, including all colour and/or finish choices, for approval prior to purchase and installation;
- d) The Contractor must provide proof to the Senior Asset Manager that the repairs and/or replacements made to the weeping tile have been successfully completed, and that no damaged, cracked, leaking or otherwise broken components remain on site. This can be completed via a substantive photo log of the work, detailing the repairs that were completed, or equivalent;
- e) The Contractor must provide proof to the Senior Asset Manager that the newly installed exterior moisture barrier was installed following the *Canadian Standards Association* CAN/CSA S406 Standard requirements. This can be completed by supplying the Senior Asset Manager with a copy of said Standard, accompanied by a substantive photo log of the installation;
- f) The Contractor must provide to the Senior Asset Manager a grading certificate or other form of proof showing the final grade of the unit is 2% positive or greater; and
- g) Upon completion of the scope of work, the Contractor shall supply to the Senior Asset Manager a completed RCMP Statutory Declaration form (Form 2031) and a copy of a current WCB clearance letter.

Constraints/Security Requirements:

The Contractor and all personnel required to have access to the site must successfully complete the RCMP's security clearance process for Facility Access, and must comply with the *Privacy Act*.

The Contractor shall conduct all work as per the requirements of the *Alberta Building Code* and the *Alberta Labour Code*.

The Contractor shall install exterior moisture barrier material to the wood foundation following the *Canadian Standards Association* CAN/CSA S406 standard requirements.

Project work related to the exterior of this Employee Housing Unit must be initiated after the snow cover on the property has sufficiently melted.

Travel Requirements/ Location of Work:



This project requires that the Contractor make arrangements to travel to and from Provost, Alberta to complete the required scope of work. All travel, per diem and accommodation requirement costs shall be incurred by the Contractor and included in total bid amount.



ANNEX B
SECURITY REQUIREMENT CHECKLIST
(attached as separate document for informational purposes only)



APPENDIX 1
RCMP CERTIFICATE ON INSURANCE / ATTESTATION D'ASSURANCE – GRC
(to be completed upon award of contract)



APPENDIX 2
BID SUBMISSION CHECK LIST

Submission of Bid, as per R2710T, GI09; and SC03:

- Front page of ITT** - completed and signed
- BID AND ACCEPTANCE FORM (BA)** - completed and signed
- Front page of Amendment(s)** - signed or initialed
- Bid Bond**
- Outside of Envelope** - Solicitation Number, Bidder, Return Address, Closing Date and Time

To be submitted to the following address, on or before solicitation closing date and time:

RCMP / GRC
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

**APPENDIX 1 – RCMP CERTIFICATE OF INSURANCE /
ATTESTATION D'ASSURANCE – GRC**

(To be completed by the Insurer – À être complété par
l'Assureur)



Royal Canadian Mounted Police
Gendarmerie royale du Canada

CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured
Her Majesty the Queen in Right of Canada as represented by the Royal Canadian Mounted Police (RCMP)

Type of Insurance (Required when Checked)	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<input type="checkbox"/> Commercial General Liability				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
<input type="checkbox"/> Umbrella/Excess Liability				\$	\$	\$
<input type="checkbox"/> Builder's Risk / Installation Floater				\$		
<input type="checkbox"/> Pollution Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/> Marine Liability				\$		
<input type="checkbox"/> Aviation Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/>				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

 Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

 Telephone Number

 Signature

 Date D / M / Y



Royal Canadian Mounted Police
Gendarmerie royale du Canada

<p>General</p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Royal Canadian Mounted Police (RCMP).</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p>Commercial General Liability</p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> (a) Blasting. (b) Pile driving and caisson work. (c) Underpinning. (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor. <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> (a) \$5,000,000 Each Occurrence Limit; (b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and (c) \$5,000,000 Products/Completed Operations Aggregate Limit. <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p>Builder's Risk / Installation Floater</p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2).</p>
<p>Contractors Pollution Liability</p> <p>The policy must have a limit usual for a contract of this nature, but not less than \$1,000,000 per incident or occurrence and in the aggregate.</p>	<p>Marine Liability</p> <p>The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the <i>Marine Liability Act</i>, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p>	<p>Aviation Liability</p> <p>The insurance coverage shall Include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.</p>