



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A:**

**Bid Receiving/Réception des soumissions**

F Division  
Procurement & Contracting Services  
c/o Commissionaire  
6101 Dewdney Avenue  
Regina, SK S4P 3J7

Or to:  
**Fax No. – No de FAX:**  
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 l 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 telephone:**

<b>Title-Sujet:</b> Window Replacement	
<b>Solicitation No. - No. de l’invitation</b> M5000-18-7116/A	<b>Date:</b> 05 May 2018
<b>Client Reference No. - No. De Référence du Client</b> 201807116	
<b>GETS Reference No. - No. de Référence de SEAG</b> PW-18-00827326	
<b>Solicitation Closes –L’invitation prend fin</b>  <b>at - à</b> 2 :00 pm Central Standard Time (CST) <b>on – le</b> 05 June 2018	
<b>F.O.B. - F.A.B.</b> Destination	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Teresa Hengen, Senior Contracting Officer teresa.hengen@rcmp-grc.gc.ca	
<b>Telephone No. - No de telephone</b>  639-625-3449	<b>Fax No. - N° de FAX:</b>  306-780-5232
<b>Destination of Goods, Services, and Construction: Destinations des biens, services et construction:</b> RCMP Detachment 5209 50 <sup>th</sup> St Two Hills, AB	
<b>This document contains a Security Requirement</b>	
<b>Delivery Required - Livraison exigée:</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>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</b>	



## 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).

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



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### GENERAL INSTRUCTIONS TO BIDDERS (GI) - R2410T (2016-04-04)

The following GI's are included by reference and are available at the following Web Site <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all> (to proceed with a "search" insert R2410T in the ID box)

GI01	Integrity Provisions - Bid
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GI12	Compliance with Applicable Laws
GI13	Approval of Alternative Materials
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GI15	Conflict of Interest-Unfair Advantage
GI16	Code of Conduct for Procurement – Bid

R2410T (2016-04-04), General Instructions – Construction Services-Bid Security Requirements, are modified as follows:

Section GI14 Performance Evaluation – Delete in its entirety

### SUPPLEMENTARY CONDITIONS (SC)

SC01	Security Access Requirements for Canadian Contractors
SC02	Submission of Bid Insurance Terms
SC03	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 Signature

**List of Annexes:**

- Annex "A" – Scope of Work
- Annex "B" – Security Requirements Check List
  
- Appendix 1-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 to Bidders R2410T (2016-04-04);
  - 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 to Bidders 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>

**Bids must be submitted only to 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 e-mail to the RCMP will not be accepted.**

- 3) 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) (<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 R2410T "General Instructions to Bidders", enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
- 2) To ensure consistency and quality of the information provided to Bidders, the Contracting Officer 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

Arrangements have been made for the site visit to be held at RCMP Detachment, 5209 50<sup>th</sup> St, Two Hills, AB on 29 May 2018 at 11:00 hrs MST.

Bidders **must** notify the Contracting Authority, via email, **two (2) days** before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend, if no notification is provided the site visit will be cancelled. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid.

### SI04 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with the 'Revision of Bid' section of R2410T "General Instructions to Bidders". 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 R2410T "General Instructions to Bidders".

#### SI08 CONSTRUCTION DOCUMENTS

The successful contractor will be provided with one paper copy of the drawings, the Scope of Work 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](mailto: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](mailto: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](http://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&section=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

[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

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 SUBMISSION OF BID

1. Addition to R2410T General Instructions to Bidders; GI07 Submission of Bid.
2. Copies of first page of amendment(s) to be submitted with bid, duly signed/initialed, verifying proof of receipt.

### SC03 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. Drawings and Scope of Work;
- d. General Conditions and clauses
 

GC1	General Provisions	R2810D	(2017-08-17);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2015-02-25);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2016-01-28)
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2016-01-28)
Supplementary Conditions			
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);

R2810D (2017-08-17), General Provisions – Construction Services, apply to and form part of the Contract.

Section GC1.22 Performance-evaluation: Contract – Delete in its entirety.

- e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).
- 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  
 5600-11<sup>th</sup> Ave  
 Regina, SK S4P 3J7  
 Telephone: 639-625-3449  
 Facsimile: 306-780-5232  
 E-mail: [teresa.hengen@rcmp-grc.gc.ca](mailto: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**

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](mailto: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](mailto: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): The Contractor must remove all existing windows, window frames, window sills and all other associated building materials (estimated at 15 distinct units), and professionally replace with all new watertight, energy-efficient windows and new maintenance-free window sills throughout. The Contractor must also supply and professionally install new weather proof membranes around each newly installed window unit 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 July 2018.

**BA07 SIGNATURE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annex "A" – Scope of Work

RCMP Detachment, 5209 50 Street, Two Hills, Alberta

Building No: KBU 96

### Introduction and Background:

The Royal Canadian Mounted Police (RCMP) owned Detachment building located at 5209 50 Street in Two Hills, Alberta requires some renovations to the building envelope, specifically the replacement of all windows and window frames.

The building was originally constructed in 1960. The current window frames of the Detachment are made of wood, and have started to deteriorate. The concrete window sills have started to break away and fall off exposing the metal rebar within, due to years of weather exposure.

### Objective:

The objective of this project is to improve upon the existing RCMP Detachment windows, in order to extend the useful life of the building for a minimum of 20 years.

### Scope of Work:

The Contractor must remove all existing windows, window frames, window sills and all other associated building materials (estimated at 15 distinct units), and professionally replace with all new watertight, energy-efficient windows and new maintenance-free window sills throughout. The Contractor must also supply and professionally install new weather proof membranes around each newly installed window unit.

### General Information:

- The Contractor shall provide all materials, labour and equipment necessary to complete the work;
- All measurements are to be confirmed on site by the Contractor. This includes confirmation of the total number of windows to be replaced as part of this project;
- All finishes, colours and/or patterns of new and replacement materials are to be approved prior to purchase and/or installation by Asset Management or proxy;
- All specialized work (ie. plumbing, electrical, etc.) shall be completed by a qualified worker;
- As per the *Alberta Asbestos Abatement Manual (October 2012)*, any planned renovation activities which will impact suspect asbestos containing materials should be completed following applicable safe work procedures unless laboratory testing can show no asbestos is present. Any charges or fees associated with required testing of building materials are to be included in this SOW, and at no additional cost to the Owner;
- 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;
- Contractor must supply power, water, tools, ladders, hoists and any other materiel which is required to complete the work;



- All construction waste generated on Site shall be the responsibility of the Contractor, and shall be disposed of properly off site;
- Upon completion of all work, the Contractor shall sufficiently clean the work area(s) including ground level and ensure no construction waste remains on Site;
- 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 5-year Contractor's warranty, to be completed in a timely manner at no additional cost to the RCMP.

**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 coordinate material lay-down area and fenced compound with Detachment Commander to minimize parking, vehicular, and pedestrian traffic disruption. Do not block exits from the building with equipment or materials;
- d) The Contractor shall design and implement reasonable precautions to ensure no water ingress occurs during any stage of the Work. If water ingress occurs during the Work, the Contractor shall take responsibility to immediately clean up and remediate any water damage identified to the interior of the buildings;
- e) Remove, and safely store for later reinstallation, all window-shaker style air conditioning units;
- f) Remove existing windows, window frames, window sills and all other associated building materials (estimated at 15 distinct units) from throughout the Detachment;
- g) Supply and install, following manufacturer's guidelines, new replacement maintenance-free, prefinished rigid PVC or vinyl exterior window sills, including all applicable weather seals and caulking. New window sill colour to visually match replacement window frame colour. Colour to be pre-approved by Senior Asset Manager prior to purchase or installation;
- h) Supply and professionally install new windows and window casing/trim (Durabuilt Alpha, or equivalent) to replace existing windows. New window trim colour (both exterior and interior) to visually match existing window trim throughout the Detachment. New weather-proof membrane must be installed around the perimeter of each new window;
- i) 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;
- j) New windows must include for openable windows and applicable fiberglass insect screens and hardware where currently located, unless specifically instructed otherwise by the Senior Asset Manager;



- k) Professionally re-install all window-shaker style air conditioning units to their previous locations;
- l) Ensure all required weather-proof caulking and sealants are installed to both the interior and exterior of the new window units throughout the Detachment; and
- m) Any other work not detailed herein, that is required to complete the Scope of Work as described above.

**Deliverables:**

- 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;
- The Contractor must provide to the Senior Asset Manager a complete schedule of work, within 2 weeks of the receipt of successful security clearances;
- Upon completion of the project, the Contractor must supply to the Senior Asset Manager a photo log of the project showing clear and sufficient detail of all stages of the project, and the completed project from at least 3 different vantage points; and
- Upon completion of the project, 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*, the *Alberta Asbestos Abatement Manual (October 2012)*, *National Building Code of Canada (NBC)* and the *Alberta Labour Code*.

**Travel Requirements/ Location of Work:**

This project requires that the Contractor make arrangements to travel to and from Two Hills, 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)*

SRCL # 2018-111808

(1k)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction Real Property & Asset Management
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 Contractors required to complete required replacement of failing windows and window sills at the Two Hills, AB RCMP Detachment building.	
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 checked="" 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"/>
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:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>



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

Special comments:  
 Commentaires spéciaux : FA2 Contractors

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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	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).



**APPENDIX 1**  
**BID SUBMISSION CHECK LIST**

**Submission of Bid, as per R2410T, GI07; and SC02:**

- Front page of ITT** - completed and signed
- BID AND ACCEPTANCE FORM (BA)** - completed and signed
- Front page of Amendment(s)** - signed or initialed
- 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**

**Or to:**  
**Fax: 639-625-5232**