



A1. HEALTH CANADA BID RECEIVING UNIT

Bid submissions are to be sent to the following email address prior to August 8, 2018 at 2:00 P.M.

brian.spero2@canada.ca

Attention: Brian Spero
 Telephone: 613-608-7081
 Solicitation #: 1000202702

Invitation to Tender (ITT)

A2. TITLE Sir Frederick Banting (SFB) Fit-Up Project Phase III – Project #H-109964	
A3. SOLICITATION NUMBER 1000202702	A4. SOLICITATION DATE 2018-07-11
A5. AUTHORITY The Contracting Authority for this ITT is: Brian Spero Procurement and Contract Officer Materiel and Asset Management Division Chief Financial Officer Branch Ottawa, ON K1A 0K9 Telephone: 613-608-7081 Fax #: 613-954-9393 Email: brian.spero2@canada.ca	

THIS ITT CONTAINS A SECURITY REQUIREMENT

TABLE OF CONTENTS

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI1	Integrity Provisions – Declaration of Convicted Offences
SI2	Bid Documents
SI3	Enquiries during the Solicitation Period
SI4	Mandatory Site Visit
SI5	Revision of Bid
SI6	Bid Results
SI7	Insufficient Funding
SI8	Bid Validity Period
SI9	Construction Documents
SI10	Security Related Requirements
SI11	Web Sites

R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2015-07-03)

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

GI1	Integrity Provisions - Bid
GI2	Completion of Bid
GI3	Identity or Legal Capacity of the Bidder
GI4	Applicable Taxes
GI5	Capital Development and Redevelopment Charges
GI6	Registry and Pre-qualification of Floating Plant
GI7	Listing of Sub-Contractors and Suppliers
GI8	Bid Security Requirements
GI9	Submission of Bid
GI10	Revision of Bid
GI11	Rejection of Bid
GI12	Bid Costs
GI13	Procurement Business Number
GI14	Compliance with Applicable Laws
GI15	Approval of Alternative Materials
GI16	Performance Evaluation
GI17	Conflict of Interest-Unfair Advantage

SUPPLEMENTARY CONDITIONS (SC)

SC1	Security Related Requirements, Documents Safeguarding
SC2	Insurance Terms
SC3	Labour and Material Payment Bond

CONTRACT DOCUMENTS (CD)

BID FORM (BF)

BF1	Identification
BF2	Business Name and Address of Bidder
BF3	The Offer

BF4	Bid Validity Period
BF5	Acceptance and Contract
BF6	Construction Time
BF7	Bid Security
BF8	Signature

APPENDIX 1 - COMBINED PRICE FORM

**APPENDIX 2 - INTEGRITY PROVISIONS – LIST OF NAMES
CERTIFICATIONS – FORMER FEDERAL PUBLIC SERVANT**

APPENDIX 3 - DEPARTMENTAL REPRESENTATIVE’S AUTHORITY

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)

ANNEX B - CONDITIONS PRECEDENT TO CONTRACT AWARD

ANNEX C- LISTING OF SUBCONTRACTORS

ANNEX D – STATEMENT OF WORK

INVITATION TO TENDER IMPORTANT NOTICE TO BIDDERS

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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

INTEGRITY PROVISIONS – BID

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

SECTION I – SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI1. INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

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

Declaration of Convicted Offences

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

SI2. BID DOCUMENTS

SI2.1 The following are the bid documents:

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

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

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

R2410T section GI7, add following paragraph;

- a. Must be completed on the Bid and Acceptance Form;
- b. Must indicate:
 - Project number
 - Solicitation number
 - Bidder’s name
 - Closing Date and Time
- c. Must be received before tender closing time

SI3. ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than two (2) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed **ONLY** to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI4. MANDATORY SITE VISIT

Bidders, or their authorized representative(s) must attend a site visit scheduled on July 19th at 9:00 A.M. (**Eastern Standard Time**), at **251 Sir Frederick Banting Driveway, Sir Frederick Banting Bldg.** Tunney's Pasture, Ottawa, Ontario K1A 0K9. At least (2) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Officer (by email to: brian.spero2@canada.ca) to confirm their attendance and to provide the name of their representative(s).

The site visit for this project is **MANDATORY**. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by **Bidders who have not signed the attendance sheet will not be accepted.**

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

SI5. REVISION OF BID

A bid may be revised by e-mail to brian.spero2@canada.ca and will only be accepted if received by the bid submission deadline specified on page 1 of this ITT. Revisions received after that deadline will not be considered.

SI6. BID RESULTS

1. Following solicitation closing, bid results may be obtained by e-mailing the Contracting Officer on the cover page of this ITT.

SI7. INSUFFICIENT FUNDING

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

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

SI8. BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BF4 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1 of SI8 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1 of SI8 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

SI9. CONSTRUCTION DOCUMENTS

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

SI10. SECURITY RELATED REQUIREMENTS

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

SI11. WEB SITES

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

Bid Bond (form PWGSC-TPSGC 504)

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

Buy and Sell

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

Canadian Economic Sanctions

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

Construction and Consultant Services Contract Administration Forms Real Property Contracting

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

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

Declaration Form

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

Labour and Material Payment Bond (form PWGWSC-TPSGC 506)

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

Performance Bond (form PWGSC-TPSGC 505)

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

PWGSC, Industrial Security Services

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

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Standard Acquisition Clauses and Conditions (SACC) Manual

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

Treasury Board Appendix L, Acceptable Bonding Companies

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

SECTION II – SUPPLEMENTARY CONDITIONS (SC)

SC1. SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

See ANNEX A

SC2. INSURANCE TERMS

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

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

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

MINIMUM INSURANCE REQUIREMENTS:

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

SC2.1 Insurance Contracts

The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

SC2.2 Period of Insurance

The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

SC2.3 Proof of Insurance

Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

SC2.4 Insurance Proceeds

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

SC2.5 Deductible

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

SC3 Labour and Material Payment Bond

1. In order to provide funds for labour, services and material, the Contractor must, within 14 calendar days after the date of contract award, provide to the Contracting Authority a duly executed labour and material payment bond form [*PWGSC-TPSGC 506*](#). The performance bond and labour and material payment bond must be each be equal to not less than 50% percent of the Contract amount (excluding HST) and must be accepted as security by one of the bonding companies listed in [*Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies*](#).
2. The Contractor must post a copy of the bond in a plainly visible place where any of the Work is performed.
3. If Canada does not receive the required bond within the specified period, Canada may terminate the Contract for default pursuant to the default provision of the Contract.

SECTION III – CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
 - a. Contract Cover Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2017-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC6.4.1	Allowable Costs for Contract Changes	R2950D	(2015-02-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC9	Contract Security	R2890D	(2014-06-26);
GC10	Insurance	R2900D	(2008-05-12);

Supplementary Conditions

- a. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - b. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - c. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
 3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

SECTION IV – BID FORM (BF)

BF1. IDENTIFICATION

Health Canada Sir Frederick Banting (SFB) Fit-Up Project - Phase III, ITT# 1000202702

BF2. BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____

Fax: _____

PBN: _____

BF3. THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ _____ excluding applicable tax(es).
(amount in numbers)

BF4. BID VALIDITY PERIOD

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

BF5. ACCEPTANCE AND CONTRACT

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

BF6. CONSTRUCTION TIME

The Contractor shall perform and complete the Work within three (3) weeks from the date of notification of acceptance of the offer.

BF7. BID SECURITY

The Bidder is enclosing bid security with its bid in accordance with G18 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements G107 - Bid Security Requirements. The Bidder must submit a Bid Bond not less than 10 percent of the bid amount.

BF8. SIGNATURE

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

Name

Title

Signature

Date

APPENDIX 1 – COMBINED PRICE FORM (1 PAGE)

1. The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
2. Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

LUMP SUM AMOUNT (LSA) Excluding applicable tax(es)	
HST	
TOTAL with HST	

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

APPENDIX 2 - CERTIFICATIONS

The following information must be submitted along with the Financial Bid or the bid may be rejected.

1.1 LEGAL NAME AND BIDDER’S INFORMATION

(print clearly)

Bidder’s Legal Name

Bidder’s Complete Address

Bidder’s Phone number

(_____) _____

Bidder’s Authorized Representative

Bidder’s Authorized Representative Phone number

(_____) _____

Bidder’s Authorized Representative e-mail

1.2 CERTIFICATIONS

Bidders must provide the required certifications at bid submission. Canada may declare a bid non-responsive if the required certifications are not part of the bid content.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before and after awarding of a contract). The Contracting Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1.3 CERTIFICATION OF EDUCATION, EXPERIENCE AND QUALIFICATIONS

The Bidder certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

Canada reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- an unverifiable or untrue statement; or
- unavailability of any person proposed whose statement of education and experience Canada has relied upon to evaluate the Bid and award the contract.

1.4 JOINT VENTURE/PARTNERSHIP

A joint venture is not considered a "person" for registration purposes, whereas a partnership is. Therefore, a partnership can have a Procurement Business Number (PBN); a joint venture cannot. A joint venture is limited in scope; a partnership is generally an ongoing business relationship that exists between persons carrying on common business.

A joint venture is an arrangement where two or more persons (participants) work together in a limited and defined business undertaking. Ordinarily, all participants of the joint venture contribute assets, share risks, and have mutual liability.

The Bidder certified that its bid is submitted to Canada as a: *(please choose one)*

- Sole proprietorship ()
- A corporation ()
- Partnership ()
- A joint venture ()

* In the case of a Joint Venture, the Bidder must provide the following details as part of its bid:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;

1.5 FORMER PUBLIC SERVANT CERTIFICATION

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must be able to bear the closest public scrutiny, and reflect fairness in the spending of public funds. To comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

1.6 DEFINITIONS

For the purposes of this clause, "former public servant" is any former member of a department as defined in the <http://laws-lois.justice.gc.ca/eng/acts/f-11/%20>>Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs

to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the <http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html%20>">Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the <http://laws-lois.justice.gc.ca/eng/acts/S-24/page-2.html>">Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the <http://laws-lois.justice.gc.ca/eng/acts/C-17/page-1.html>">Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the <http://laws.justice.gc.ca/eng/acts/D-1.3/>">Defence Services Pension Continuation Act, 1970, c.D-3, the <http://laws.justice.gc.ca/eng/acts/R-10.6/>">Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the <http://laws-lois.justice.gc.ca/eng/acts/R-11/page-19.html>">Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the <http://laws-lois.justice.gc.ca/eng/acts/M-5.01/index.html>">Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the <http://laws-lois.justice.gc.ca/eng/acts/C-8/index.html>">Canada Pension Plan Act, R.S., 1985, c.C-8.

1.7 FORMER PUBLIC SERVANT IN RECEIPT OF A PENSION

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ()

No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp">Contracting Policy Notice: 2012-2 and the <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676andsection=text>">Guidelines on the Proactive Disclosure of Contracts.

1.8 WORK FORCE ADJUSTMENT DIRECTIVE

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ()

No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions

of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE’S AUTHORITY

CONTRACTING AUTHORITY:

Name : Brian Spero
Title : Senior Procurement and Contracting Officer
Department: Health Canada
Division : Procurement and Contracting Unit
Telephone : 613-608-7081
e-mail : brian.spero2@canada.ca

TECHNICAL AUTHORITY:

Information to be entered upon contract award

Name : _____
Title : _____
Department: _____
Division : _____
Telephone : ____ - ____ - _____
e-mail : _____

ANNEX A – SECURITY REQUIREMENT CHECKLIST (SRCL)

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

FILE N° 1000202702

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

*See the following pages for the Security Requirements Checklist (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 171800-DA-001
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Health Canada	2. Branch or Directorate / Direction générale ou Direction Real Property & Security Directorate	
3. a) Subcontract Number / Numéro du contrat de sous-traitance T.B.D.	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant T.B.D.	
4. Brief Description of Work / Brève description du travail Competitive acquisition of services of professional contractor firm required for completion of construction project at Sir Frederik Banting 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 171600-DA-001
Security Classification / Classification de sécurité UNCLASSIFIED

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 Yes
Non 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 Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui



Contract Number / Numéro du contrat 171600-DA-001
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
David LaJeunesse		Facilities Management Officer	
Telephone No. - N° de téléphone (613)-302-9786	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel david.lajeunesse@canada.ca	Date 2018-06-11
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
David L. Wilson		Security Officer	
Telephone No. - N° de téléphone (204)-298-0374	Facsimile No. - N° de télécopieur (204)-594-9100	E-mail address - Adresse courriel david.l.wilson@canada.ca	Date 2018-06-
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Brian Spero		Senior Procurement Officer	
Telephone No. - N° de téléphone (613)-608-7081	Facsimile No. - N° de télécopieur (613)-954-9393	E-mail address - Adresse courriel brian.spero2@canada.ca	Date 2018-06-12
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
David L. Wilson		Security Officer	
Telephone No. - N° de téléphone (204)-298-0374	Facsimile No. - N° de télécopieur (204)-594-9100	E-mail address - Adresse courriel david.l.wilson@canada.ca	Date 2018-06-12

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

ANNEX C – LISTING OF SUBCONTRACTORS

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

	SubContractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

ANNEX D

STATEMENT OF WORK

1.0 Scope

1.1 Title

Sir Frederick Banting (SFB) Building Fit-Up Project H-109964

1.2 Introduction

Services of a Contractor are required by Health Canada in order to perform demolition(s), renovation(s) and construction(s) that are essential for completion of the SFB Fit-Up Project as per the stamped architectural drawings and specifications package. The required services are to be provided on three (3) floors of the Sir Frederick Banting Building, located on the second, third and fourth floor at 251 Sir Frederick Banting Driveway in the Tunney's Pasture complex Ottawa, Ontario K1A 0K9.

1.3 Objectives of the Requirement

The objective of this requirement is to hire a Contractor to coordinate sub-trades to complete the work in accordance with the 100% stamped architectural drawings and specification package. The Architectural Consulting firm will provide oversight and general project review during the construction phases to ensure the work is completed in accordance with the drawings and specifications.

1.4 Background

The Sir Frederick Banting Building was constructed in 1978 and is owned and operated by Health Canada. The building is a low-rise office/laboratory facility divided into three (3) blocks consisting of two (2), four (4) storey sections connected in the middle with three (3) storey communal areas. This project involves and includes the C Wing which is located on the east side of the building which consists of four (4) floors. The specific work area for this project is found on the second, third and fourth floors of the C Wing.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor will be responsible for performing work and achieving the milestones outlined in Sections **2.1.1 to 2.1.7** of the Statement of Work inclusively; in accordance with the pdf drawing package **A000, A001, A220, A230, A240, A250, A260 and A635** (inclusive), provided by Health Canada and the National Master Specification.

The Contractor will be responsible for performing the following tasks:

2.1.1 Architectural Scope

2.1.1.1 **Enclosed Office Demolition:** Demolish offices 237, 238, 239, 342, 343, 344, 427 and 433 on the second, third and fourth floors, reinstate walls, the suspended ceiling system grid and tile, wall and floor finishes as identified in the drawing package and NMS specification. Refer to drawing A000, A001, A220, A230, A240, A250, A260, A635 and the NMS specification.

2.1.1.2 **New Quiet Rooms and Kitchenette:** Demolish offices B313 and B312 on the third floor and provide new enclosed quiet rooms 302 and 303 and a new dedicated kitchenette area as identified in drawings A000, A001, A220, A230, A240, A250, A260 and A635 and the NMS specification.

2.1.1.3 **Suite 304 – New Out Swinging Door:** Remove existing door (D304) in suite 304 and provide a new out swinging door and partitioned alcove off the corridor as identified in drawings A000, A001, A220, A230, A240, A250, A260 and A635 and the NMS specification.

2.1.2 Mechanical Scope

2.1.2.1 **Enclosed Office Demolition:** Adjust and adapt the existing mechanical system to suit the demolition of existing enclosed offices 237, 238, 239, 342, 343, 344, 427 and 433 on the second, third and fourth floors to a new open area. Thermostats, controls and diffusers will be removed, relocated, added or reassigned and required updates to the Building Automation System Graphic to suit a new open area as identified in drawings M0, M1, M2, M3 and NMS specification;

2.1.2.2 **New Quiet Rooms and Kitchenette:** Pertaining to the removal of offices B313 and B312 and new quiet rooms 302 and 303 and the new kitchenette area. Modifications to the existing mechanical system will be required which includes the supply and installation of new diffusers, VAV boxes, additional thermostats and controls and updates to the Building Automation System Graphic are required for the provision of two (2) new quiet rooms and a new kitchen space. As identified in the drawings and specifications. Refer to drawings M0, M1, M2, M3 and NMS specification.

2.1.3 Electrical Scope

2.1.3.1 **Enclosed Office Demolition:** Adjust and adapt the existing electrical systems to suit the demolition of the existing enclosed offices 237, 238, 239, 342, 343, 344, 427 and 433 on the second, third and fourth floors to a new open office workstation area. The work includes the removal of existing power receptacles, data outlets, removal of light switches, a re-distribution of the existing lights to align with the current floor lighting patterns along with additional lighting, the relocation of light switch push buttons, circuit modifications and the relocation of fire mini-horns and update the Building Automation Graphics. As identified in the drawings and specifications. Refer to drawing E0, E1, E2, E3 and the NMS specification;

2.1.3.2 **New Quiet Rooms and Kitchenette:** For the removal of enclosed offices B313 and B312 and the new quiet rooms 302, 303 and the new kitchenette. The scope of work includes the removal of the power and data receptacles, light switches, reassigned light switches, circuit modifications to the panel, new power receptacle adapting to the new millwork and kitchen appliances, relocated lighting, new lighting, specialty lighting and a new exhaust fan with a speed control device as identified in drawings E0, E1, E2, E3 and the NMS specifications;

2.1.3.3 **Suite 304 – New partitioned alcove and exit door:** Pertaining to the work related to suite 304; electrical provisions are required for the relocation and removal of existing lighting and the relocation of an existing exit sign and new additional lighting as indicated in drawing E3 and the NMS specifications.

2.1.4 Phase 1 Construction

- 2.1.4.1 **Enclosed office demolition (Second, third and fourth floor of C Wing):** The scope of work includes the demolition of six (6) existing enclosed offices with the reinstatement of the flooring, wall finishes, suspended ceiling system and tile, HVAC, lighting requirements and update to the BAS graphics;
- 2.1.4.2 Modify the affected demolition areas only, see architectural, mechanical and electrical 2.1.1, 2.1.2 and 2.1.3;
- 2.1.4.3 Refer to drawings A000, A001, A220, A230, A240, A250, A260, A635, M0, M1, M2, M3, E0, E1, E2 and E3 of the architectural, mechanical and electrical drawing packages for location and details of work.

2.1.5 Phase 2 Construction

- 2.1.5.1 **New Quiet Rooms and Kitchenette (Third floor of C Wing):** The scope of work includes the demolition of two (2) existing enclosed offices and the provision of two (2) new quiet rooms and a new kitchenette with a new kitchen counter with lower and upper cabinets and a new kitchen island.
- 2.1.5.2 **Suite 304 – New Partitioned Alcove and Exit Door:**
Remove an existing door and demolish a section of wall which divides suite 304 and an existing corridor to allow for a new partitioned alcove with one (1) new out swinging exit door.
- 2.1.5.3 **Modify affected demolition areas only;** architectural, mechanical and electrical scope as listed in 2.1.1, 2.1.2 and 2.1.3.
- 2.1.5.4 Refer to A000, A001, A220, A230, A240, A250, A260, A635, M0, M1, M2, M3, E0, E1, E2 and E3 of architectural, mechanical and electrical drawing package for location of work.

2.1.6 Requirements: Tasks, Activities and Deliverables

- 2.1.6.1 The Contractor must follow the National Master Specifications;
- 2.1.6.2 The Contractor must comply with all regulatory requirements listed in the National Master Specification;
- 2.1.6.3 The Contractor must provide an estimated schedule with the number of working hours required for each phase of the construction project prior to the beginning of the work;
- 2.1.6.4 The Contractor must comply with all Fire and Safety Requirements outlined in National Master Specifications;
- 2.1.6.5 As a part of Fire and Safety requirements, the Contractor will be required to obtain a Hot Work Permit for all activities which involve open flames or result in release of heat or sparks. An advanced 72 hours' notice must be given to the Project Manager before work can be scheduled. A Hot Work Permit is required for activities which include but is not limited to welding, brazing, cutting, grinding and soldering;
- 2.1.6.6 The Contractor will provide the following information: Company name, Site Supervisor name and phone number, number of guards required, date, start time, end time of work and the name(s) of employee(s) who need(s) access to the work site must be site secured or be escorted on site;
- 2.1.6.7 All electrical disconnects performed by the Contractor throughout this project must be scheduled with and approved by the Project Manager at least 72 hours in advance. This includes shutdown(s) of the power to the electrical panels;
- 2.1.6.8 The Contractor must clean up the working area and dispose of all demolition and construction materials on a daily basis. At the end of each phase the working areas must be presentable and ready to use after work is completed;
- 2.1.6.9 Throughout the construction phase, the worksite will be in the Contractor's possession. Upon completion of the work, the Contractor and the Project Manager will complete a site inspection (walkthrough) of the worksite and space will be released back to Health Canada. In the event that

any deficiencies are identified by the Project Manager, the Contractor will be required to fix aforementioned deficiencies and receive Project Manager approval prior to proceeding to the next phase and/or payment release. There will be two (2) site inspections (walkthroughs), one at the end of each construction phase.

2.1.7 Milestones:

The following milestone dates will be confirmed once the contract has been awarded:

2.1.7.1 **Kick Off Meeting (August 2018):** Kick-off meeting with Architectural and Engineering consultant firms and the Project Manager;

2.1.7.2 **Phase 1: (August 13th – August 31st 2018) Demolition of Existing offices and reinstatements:** The Contractor will have three (3) weeks to complete Phase 1 which includes demolition of the existing enclosed offices and reinstatements as mentioned above. At this time the contractor is to provide all shop drawings for approval and order materials in preparation for the Phase 2 construction. During this period the Contractor will have 24/7 access to ground, 2nd and 4th floors of E Wing of Sir Frederick Banting building; All deliveries must be made prior to 8:00 A.M. or after 5:00 P.M.

2.1.7.3 **Phase 2: (October 1st – October 19th 2018) New quiet rooms, kitchenette, partitioned alcove and new exit door :** The Contractor will have three (3) weeks to complete Phase 2 which includes demolition of the existing enclosed offices and new kitchen and millwork. During this period the Contractor will have 24/7 access to the ground, 2nd and 4th floors of E Wing of Sir Frederick Banting building; All deliveries must be made prior to 8:00 A.M. or after 5:00 P.M.

2.2 Technical, Operational and Organizational Environment

All work must be co-ordinated through the Project Manager.

2.2.1 The Project Manager is responsible for all matters concerning the technical content of the work required under contract. Any changes to the scope of work must be discussed with the Project Manager and any resulting change(s) will be in form of an official amendment to these Articles of Agreement issued by the Contracting Authority, as the case may be. All work will be verified, inspected and approved by the Project Manager, to ensure all work meets in accordance with the Ontario Building Code requirements and Health Canada standards;

2.2.2 All work undertaken by the Contractor will be completed in two phases at the Sir Frederick Banting building;

2.2.3 The work must be coordinated with and access to the site will be scheduled by the Project Manager;

2.2.4 Health Canada will not provide a storage area or equipment outside of the construction zone for this work. The Contractor may be allowed to store their equipment and supplies in the area(s) of construction zone(s) only;

2.2.5 Health Canada will be deemed responsible for any tools/supplies left on site by the Contractor;

2.2.6 In reference the National Master Specification for project cleanliness, the Contractor must maintain the construction area in a tidy condition, free from accumulation of waste products and debris on daily basis;

2.2.7 The Contractor will be responsible to provide an on-site container for collection of waste materials and debris. The location will be shown at the job site where the container can be stored.

2.3 Method and Sources of Acceptance

2.3.1 All construction work completed by the Contractor must be to the satisfaction of the Project Manager, the Architectural and Engineering Consulting firm and meet all construction milestones and requests as specified in the Architectural, Mechanical and Electrical drawings package and National Master Specification.

2.3.2 A walkthrough for inspection by the Contractor, the Architectural and Engineering Consulting firm, the Engineer and the Project Manager will take place at the end of each construction phase (there will be a total of two (2) walkthroughs). In the event that any deficiencies are identified during the walkthrough or otherwise, the Contractor will be given a deadline for elimination of aforementioned deficiencies. In the meantime, the project will continue on to the next phase as per the scope of work in order to prevent delays in the construction schedule. Depending on the degree of deficiency it will be determined by the Contractor, the Architectural and Engineering Consulting firm and the Project Manager whether or not the space will be released back to Health Canada.

2.4 Reporting Requirements

2.4.1 All communications and submissions by the Contractor will be coordinated through the Project Manager and the Architectural and Engineering Contractor.

2.4.2 At the time of Contract award, the Contractor must provide all permits and certificates including, but not limited to: WSIB, insurance, fall protection, license for electrical, competency cards, confined space, Site Specific Safety Plan (this is not the Health and Company Safety Plan), Site Specific and Hazard Assessment, Registration of Construction and Employers Engaged in Construction and Notice of Project to the Ministry of Labor.

2.4.3 The Contractor must submit one (1) electronic copy of a report to the Architectural and Engineering Contractor and Project Manager outlining the accomplishments, open issues and upcoming milestones for the given period on a weekly basis at the beginning of each week.

2.5 Project Management Control Procedures

The individual identified in the proposed contract as the Project Manager will oversee the work to ensure it is completed on time and required approvals internal to Health Canada are addressed within 72 hours.

2.6 Change Management Procedures

Change in Scope of Work will require prior approval of the Project Manager. Prior to beginning any work as a result of change in scope the approval issued by the Project Manager and amendment to the contract issued by the Contract Authority are required.

3.0 Authorities

Project Manager – To be specified at contract award.

3.0.1 Contracting Authority

Brian Spero
Senior Procurement and Contracting Officer
Procurement and Contracting Unit
51 Chardon Driveway, Tunney's Pasture
Ottawa, Ontario K1A 0K9
Telephone: (613) 608-7081
Email: brian.spero2@canada.ca

3.1 Health Canada Obligations

3.1.1 Health Canada will provide all access to the area of work, provide detailed instructions of the work required and provide any other assistance or support as required;

-
- 3.1.2 Health Canada may, at any time, verbally suspend the work in the whole or part. If required, within 24 hours of the suspension, the Project Manager shall provide the Contractor with a written notification indicating the effective date and time of suspension, the intended duration, and reason for the suspension (e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination);
 - 3.1.3 All work is to be coordinated with the Health Canada Project Manager or a designated representative;
 - 3.1.4 Health Canada will provide a security escort and must have a minimum of 72 hrs. cancellation notice.

3.2 Contractor's Obligations

The Contractor will be responsible for the following:

- 3.2.1 Carrying out services in accordance with approved documents and directions given by the Project Manager;
- 3.2.2 Directing all correspondence to the Project Manager and not communicating with the client directly;
- 3.2.3 Advising the Project Manager of any changes that may affect the approvals previously given and detailing the extent of and reason for the changes and obtain written approvals before proceeding;
- 3.2.4 Ensuring all activities are performed and ensuring not to disturb the facility's security systems and procedures and the operations performed in and around the facility;
- 3.2.5 Managing attendance of sub-contractors (if applicable) to ensure work is completed as targeted;
- 3.2.6 Tracking and completing all contract deliverables/tasks;
- 3.2.7 Parking will be the sole responsibility of the Contractor. Health Canada does not reimburse for parking costs;
- 3.2.8 Holding trade licenses for all work they are responsible to perform during this project;
- 3.2.9 Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities;
- 3.2.10 Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft or loss;
- 3.2.11 Notifying the Project Manager of any on-site activity and obtaining approval to gain access to the building 48 hours before entering on site;
- 3.2.12 Taking all necessary steps to protect the workers from harm in accordance with revised statutes of the current Labour Canada codes. The Contractor, its employees, all sub-Contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the work required;
- 3.2.13 The Contractor is required to meet all applicable codes and industry standards for the work required;
- 3.2.14 It may be necessary to supply detailed quotes with materials being used prior to the work being approved;
- 3.2.15 Contractors are to supply detailed invoices including hours worked and materials used;
- 3.2.16 The Contractor is considered the Prime Contractor for the area and any building systems affected by your scope of work and is responsible for following safe work procedures as laid out in all applicable Occupation Health and Safety Regulations;
- 3.2.17 Scheduling all operations to prevent disruption of facility operations or building occupants;
- 3.2.18 All supplies that are needed shall be supplied by Contractor and must be new material;
- 3.2.19 All project related materials and debris must be disposed of at the Contractors expense and in a manner that conforms to local and municipal laws and regulations;
- 3.2.20 The Contractor must provide a Notice of Project to the Ministry of Labour prior to starting projects that meet the standards set out in section 6 (1) of the Regulation for Construction Projects, O. Reg 213/91. The Notice of Project must be posted at the project site on each floor. See the following link: <https://www.enop.labour.gov.on.ca/ENOPWeb/constructorInformation.do>
- 3.2.21 The Contractor must provide a one (1) year warranty on materials and labour provided for each of the phases;
- 3.2.22 The Contractor must provide maintenance manuals, HVAC as-built drawings, electrical as-built drawings; this is too included but not limited to: architectural woodwork, millwork, flooring, painting, mechanical

HVAC, plumbing, and electrical. A total of three (3) copies are to be provided to the Project Manager.

3.3 Location of Work, Work Site and Delivery Point

- 3.3.1 Construction work can be conducted on site 24/7 on a weekday and anytime on weekend and statutory holidays.
- 3.3.2 Construction work may require to be conducted after hours starting at 5:00 P.M. weekdays and anytime weekend for the following tasks; hot work permits, power shut downs and core drilling into concrete slab.
- 3.3.3 Deliveries and disposal of materials will take place before 8:00 A.M. or after 5:00 P.M. during the week days and anytime on weekends. As SFB Bldg. is occupied during regular hours from Monday to Friday 8:00 A.M. to 5:00 P.M., therefore employees will require full access to the main hallways during regular business hours.
- 3.3.4 All personnel assigned to any contract resulting from this contract must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.
- 3.3.5 The work will be performed on the SFB Bldg. Ground, 2nd, 4th floor E Wing and 3rd floor B Wing, 251 Sir Frederick Banting Driveway in Tunney's Pasture complex Ottawa, Ontario K1A 0K9.

3.4 Language of Work

All work can be conducted in English language.

3.5 Insurance Requirements

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

The successful Bidder must also provide a copy of their WSIB Certificate prior to the commencement of the contract.

3.6 Project Schedule

- 3.6.1 The construction process will be complete in two (2) phases, as the building is an occupied space. The two (2) phases must be completed in the following stages, as preparation will be required to be completed by the Project Manger before each of the construction phases take place.
- 3.6.2 The Contractor must be available throughout the completion of the construction phases.
- 3.6.3 Work shall be performed upon contract award date and completed by the end of the first week of February, 2019.

3.7 Schedule and Estimated Level of Effort (Work Breakdown Structure)

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

3.8 Location of Work, Work Site Delivery Point

The work is to be conducted at Sir Frederick Banting Building (SFB), 251 Sir Frederick Banting Driveway, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

4.0 Required Resources

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

- a) The Contractor shall ensure that all work is performed under the competent supervision of a Supervisor having full authority to act for the Contractor. Such supervision shall be provided for all work done by the Contractor's employees or any Sub-Contractor's employees to ensure performance in strict accordance with the provisions in this agreement.

5.1 Applicable Documents(Attachments):

- 5.1.1 Architectural Drawings #A000, A001, A220, A230, A240, A250, A260 and A635
- 5.1.2 Mechanical Drawings #M0, M1, M2 and M3
- 5.1.3 Electrical Drawings #E0, E1, E2 and E3
- 5.1.4 NMS Specifications – Health Canada Sir Frederick Banting Fit-Up Project dated May 30, 2018.

5.2 Applicable Websites

SACC Manual

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