



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

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

**Facsimile Number for Bid  
Revisions:**

(306) 780-5232

**INVITATION TO TENDER  
APPEL D'OFFRES**

**Tender to: Royal Canadian Mounted Police**

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

**Soumission aux: Gendarmerie royale du Canada**

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

**Comments - Commentaries**

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Facsimile No. - No de télécopieur:**

**Telephone No. - no de téléphone:**

<b>Title-Sujet: Human Source Unit Interior Fit Up</b>	
<b>Solicitation No. - No. de l'invitation</b> M5000-19-1890/A	<b>Date</b> 07 September 2018
<b>Client Reference No. - No. De Référence du Client</b> M5000-19-1890/A	
<b>GETS Reference No. - No. de Référence de SEAG</b> PW-18-00842310	
<b>Solicitation Closes -L'invitation prend fin</b> <b>at - à 2 :00 pm Central Standard Time</b> <b>on - le 23 October 2018</b>	
<b>F.O.B. - F.A.B.</b> Destination	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Teresa Hengen, Senior Contracting Officer	
<b>Telephone No. - No de téléphone</b> (639) 625-3449	<b>Fax No. - N° de FAX:</b> (306) 780-5232
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b> Royal Canadian Mounted Police Headquarters Building 6101 Dewdney Ave Regina, SK	
<b>This document does contain a PERSONNEL SECURITY Clearance requirements</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</b> <b>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).

#### BUY AND SELL

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

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

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

#### CONTRACT SECURITY

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



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### **GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) - R2710T (2018-06-21)**

The following GI's are included by reference and are available at the following Web Site <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all> (to proceed with a "search" insert R2710T in the ID box)

- GI01 Integrity Provisions - Bid
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- GI16 Performance Evaluation
- GI17 Conflict of Interest - Unfair Advantage
- GI18 Code of Conduct for Procurement – Bid

Subsection GI16 of R2710T (2018-06-21), incorporated by reference above, is amended as follows:  
Delete GI16 in its entirety

### **SUPPLEMENTARY CONDITIONS (SC)**

- SC01 Security Access Requirements for Canadian Contractors
- SC02 Insurance Terms
- SC03 Submission of Bid
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**CONTRACT DOCUMENTS (CD)**

**BID AND ACCEPTANCE FORM (BA)**

BA01 Identification

BA02 Business Name and Address of Bidder

BA03 The Offer

BA04 Bid Validity Period

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BA07 Bid Security

BA08 Signature

**Annexes and Appendices:**

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Annex B – Security Requirement Checklist

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

**APPENDIX 2 – Bid Submission Check List**



## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI01 BID DOCUMENTS

- 1) The following are the bid documents:
  - (a) Invitation to Tender - Page 1;
  - (b) Special Instructions to Bidders;
  - (c) General Instructions - Construction Services - Bid Security Requirements R2710T (2018-06-21);
  - (d) Clauses & Conditions identified in "Contract Documents";
  - (e) Drawings and Specifications;
  - (f) Bid and Acceptance Form and related Appendice(s); and
  - (g) Any amendment issued prior to solicitation closing.

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

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

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

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

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

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

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

### SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

- 1) Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in the 'Approval of Alternative Materials' section of R2710T "General Instructions - Construction Services - Bid Security Requirements", enquiries should be received no later than seven (7)



calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.

- 2) To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
- 3) All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

### **SI03 OPTIONAL SITE VISIT**

Arrangements have been made for the site visit to be held at RCMP Headquarters Building, 6101 Dewdney Ave, Regina, SK on 25 September 2018 at 13 30 hrs CST.

### **SI04 REVISION OF BID**

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

### **SI05 BID RESULTS**

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

### **SI06 INSUFFICIENT FUNDING**

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

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

### **SI07 BID VALIDITY PERIOD**

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



- 3) If the extension referred to in paragraph 1) of SI07 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - (a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - (b) cancel the invitation to tender.
- 4) The provisions expressed herein do not in any manner limit Canada's rights in law or under the 'Rejection of Bid' section of R2710T "General Instructions - Construction Services - Bid Security Requirements".

### **SI08 CONSTRUCTION DOCUMENTS**

The successful contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of one (1), will be provided free of charge upon request by the contractor. Obtaining more copies shall be the responsibility of the contractor including costs.

### **SI09 SECURITY CLEARANCE**

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

- 1) The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.
- 2) For any enquiries concerning the project security requirement, during the bidding period, the Bidder must follow the instructions as detailed in SI02 "Enquiries during the Solicitation Period".

### **SI10 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](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 Recourse Mechanisms**

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>

## **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 PWGWSC-TPSGC 506)

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

SACC Manual

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

Schedules of Wage Rates for Federal Construction Contracts

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

PWGSC, Industrial Security Services

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





## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS**

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

### **SC02 INSURANCE TERMS**

#### 1) Insurance Contracts

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

#### 2) Period of Insurance

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

#### 3) Proof of Insurance

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

#### 4) Insurance Proceeds

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

#### 5) Deductible

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



**Exception to SC02 – Insurance Terms; Proof of Insurance:**

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

**SC03 SUBMISSION OF BID**

Addition to R2710T General Instructions – Construction Services – Bid Security Requirements; GI09 Submission of Bid.

1. Copies of first page of amendment(s) to be submitted with bid, duly signed/initialed, verifying proof of receipt.

**SC04 MANDATORY HEALTH AND SAFETY**

FOR WORK IN SASKATCHEWAN

**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 Statement of Injury Cost Supplement;
  - 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, 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 Specifications;
- (d) General Conditions and clauses
 

GC1	General Provisions	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2018-06-21);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2016-01-28);
GC9	Contract Security	R2890D	(2016-06-21);
GC10	Insurance	R2900D	(2008-05-12);
	Supplementary Conditions		
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);

Subsection GC1.22 of R2810D (2017-11-28), incorporated by reference above, is amended as follows:  
 Delete: in its entirety

Schedules of Wage Rates for Federal Construction Contracts;

- (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:

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

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

### 5) **Authorities:**

#### **Contracting Authority:**

The Contracting Authority for the Contract is:

Teresa Hengen  
 Royal Canadian Mounted Police  
 Procurement Officer  
 5600-11<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 also referred to as Departmental Representative:**

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

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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

**6) Procurement Ombudsman**

**Dispute Resolution Services**

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

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](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: Human Source Unit Interior Fit Up**

Work under this contract will involve, but is not limited to the following for the Royal Canadian Mounted Police (RCMP): Supply all labour, material, tools, equipment, transportation, and supervision to renovate approximately 75m<sup>2</sup> of interior space on the main floor of an occupied building in Regina, SK and is further described in the attached Drawings and Specifications 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 30 May 2019.

**BA07 BID SECURITY**

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

**BA08 SIGNATURE**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



**ANNEX A**  
**Drawings and Specifications**  
**(attached separately)**

- HSU Specifications COMPLETE 2018-07-24-01 – Architectural
- HSU Drawings COMPLETE 2018-07-24



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





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

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

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



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

## CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
	Project No.

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

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

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

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	Telephone Number
Signature	Date D / M / Y



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

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



**APPENDIX 2**  
**BID SUBMISSION CHECK LIST**

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

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

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

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