



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions → TPSGC

10th Floor, 4900 Yonge Street /

10e étage, 4900 rue Yonge

Toronto

Ontario

M2N 6A6

## INVITATION TO TENDER

## APPEL D'OFFRES

**Tender To: Public Works and Government Services  
Canada**

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 therefor.

### Soumission aux: Travaux Publics et Services Gouvernementaux 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada

Ontario Region

10th Floor, 4900 Yonge Street

Toronto

Ontario

M2N 6A6

<b>Title - Sujet</b> Burlington Lift Bridge Maintenance	
<b>Solicitation No. - N° de l'invitation</b> EQ754-192006/B	<b>Date</b> 2019-06-28
<b>Client Reference No. - N° de référence du client</b> R.090211.001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWL-003-2461
<b>File No. - N° de dossier</b> PWL-8-41111 (003)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dhanna, Sheila	<b>Buyer Id - Id de l'acheteur</b> pwl003
<b>Telephone No. - N° de téléphone</b> (416) 315-9944 ( )	<b>FAX No. - N° de FAX</b> (416) 952-1257
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PWGSC/TPSGC Joseph Shepard Building 32 4900 Yonge Street TORONTO, ON M2N 6A6 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## INVITATION TO TENDER

Deck Repairs, Welding and Maintenance Services  
Hamilton, (Burlington) Ontario. Burling Lift Bridge

### IMPORTANT NOTICE TO BIDDERS

#### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

##### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgate-disclosure/psdic-ppci-eng.html>

#### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Bidders", SI09, "Industrial Security Related Requirements" and "Supplementary Conditions" SC01 "Industrial Security Related Requirements, Document Safeguarding Location".

#### PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

#### LISTING OF SUBCONTRACTORS AND SUPPLIERS

Take note that [R2710T](#), [GI07](#) "Listing of Subcontractors and Suppliers" has been amended. See [SI10](#) of the Special Instructions. **Failure to do so will result in the disqualification of its bid.**

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

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pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## TABLE OF CONTENTS

### SPECIAL INSTRUCTIONS TO BIDDERS (SI)

- SI01 Bid Documents
- SI02 Enquiries during the Solicitation Period
- SI03 Site Visit – Not Applicable
- SI04 Revision of Bid
- SI05 Bid Results
- SI06 Insufficient Funding
- SI07 Bid Validity Period
- SI08 [Construction Documents](#)
- SI09 [Industrial Security Related Requirements](#)
- SI10 Listing of Subcontractors and Suppliers
- SI11 Web Sites

### R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2019-05-30)

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>

- GI01 Integrity Provisions - Bid
- GI02 Completion of Bid
- GI03 Identity or Legal Capacity of the Bidder
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Registry and Pre-qualification of Floating Plant
- GI07 Listing of Subcontractors and Suppliers
- GI08 Bid Security Requirements
- GI09 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
- GI18 Code of Conduct for Procurement—bid

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

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Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## **CONTRACT DOCUMENTS (CD)**

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

SC01 [Industrial Security Related Requirements, Documents Safeguarding](#)

SC02 Insurance Terms

### **BID AND ACCEPTANCE FORM (BA)**

BA01 Identification

BA02 Business Name and Address of Bidder

BA03 The Offer

BA04 Bid Validity Period

BA05 Acceptance and Contract

BA06 Construction Time

BA07 [Bid Security](#)

BA08 Signature

### **APPENDIX "1" COMBINED PRICE FORM**

### **APPENDIX "2" INTEGRITY PROVISIONS**

### **APPENDIX "3" LISTING OF SUBCONTRACTORS AND SUPPLIERS**

### **APPENDIX "4" VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

### **ANNEX "A" SECURITY REQUIREMENT CHECK LIST (SRCL)**

### **ANNEX "B" CERTIFICATE OF INSURANCE**

### **ANNEX "C" VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

## 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 \(2019-05-30\)](#)
- d. Clauses & Conditions identified in "Contract Documents";
- e. Drawings and Specifications;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing.

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

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>

### SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Invitation to Tender - Page 1 [at e-mail address sheila.dhanna@tpsgc-pwgsc.gc.ca](mailto:sheila.dhanna@tpsgc-pwgsc.gc.ca) Except for the approval of alternative materials as described in [GI15 of R2710T](#), enquiries should be received no later than 7 business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PWGSC will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the bid being declared non-compliant.

### SI03 SITE VISIT – Not Applicable

### SI04 REVISION OF BID

A bid may be revised by [letter or facsimile](#) in accordance with [GI10 of R2710T](#). The facsimile number for receipt of revisions is 416-952-1257

### SI05 BID RESULTS

1. A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" (top left corner) for the receipt of bids shortly after the time set for solicitation closing.
2. [The responsive bid carrying the lowest price will be recommended for contract award.](#)

Following solicitation closing, bid results may be obtained by [calling number \(416\) 315-9944](#) or [faxing number 416-952-1257](#) or [e-mail a request to sheila.dhanna@tpsgc-pwgsc.gc.ca](mailto:sheila.dhanna@tpsgc-pwgsc.gc.ca)

## **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.

## **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 will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. above is not accepted in writing by all those who submitted bids then Canada will, 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](#).

## **SI08 CONSTRUCTION DOCUMENTS**

The successful Contractor will be provided (**with 1 electronic**) of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer.

## **SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC01 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 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.

For additional information on security requirements, bidders should consult the Web site [Industrial Security Program](#)

## **SI10 LISTING OF SUBCONTRACTORS AND SUPPLIERS**

[R2710T](#), [GI07](#) has been amended to the following.

### **GI07 (2015-02-25) Listing of Subcontractors and Suppliers**

The Bidder must submit the names of Subcontractors and Suppliers for the part or parts of the Work listed. See APPENDIX 3. **Failure to do so will result in the disqualification of its bid.**

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## 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:

Treasury Board Appendix L, Acceptable Bonding Companies  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>

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

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\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Labour and Material Payment Bond (form PWGSC-TPSGC 506)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

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>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

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

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## 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 – Construction Services	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	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2016-01-28);
GC9	Contract Security	R2890D	(2018-06-21);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
- e. Supplementary Conditions
- f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- h. 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.



Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EQ754-192006

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening, issued by the Canadian Industrial Security Division (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. The Contractor/Offeror may remove PROTECTED information or assets from the work site(s) as required by this Contract/Standing Offer, but is NOT AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable),
  - (b) *Industrial Security Manual*(Latest Edition).

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## **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 contract award, 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.

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

Deck Repairs, Welding and Maintenance Services.  
Hamilton, (Burlington) Ontario. Burling Lift Bridge

### BA02 LEGAL NAME AND ADDRESS OF BIDDER

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

Operating Name (if any): \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_  
(when required)

### BA03 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 INDICATED IN APPENDIX 1.**

### BA04 BID VALIDITY PERIOD

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

### BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Bidder's offer by Canada, a binding Contract will be formed between Canada and the Bidder. The documents forming the Contract will be the Contract Documents identified in "Contract Documents (CD)" section.

### BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work by March 31, 2021.

### BA07 BID SECURITY

The Bidder must enclose 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

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## APPENDIX 1 - COMBINED PRICE FORM

- 1) The prices per unit will 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.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

<b>LUMP SUM AMOUNT (LSA)</b> Excluding applicable tax(s)
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### UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(s) extra (PU)	Extended amount (EQ x PU) applicable tax(s) extra
1	01 11 00	Scheduled Repair Call	ea	10		
2	01 11 00	Unscheduled Repair Call	ea	4		
3	01 35 00	Traffic Management Plan and Permits	ls	1		
4	01 35 00	Bridge Lift Delay	ea	50		
5	05 12 33	Structural Steel Repair Type A	ea	133		
6	05 12 33	Structural Steel Repair Type B	ea	133		
7	05 12 33	Structural Steel Repair Type C	ea	570		
8	05 12 33	Structural Steel Repair Type D	ea	580		
9	05 12 33	Structural Steel Repair Type E	ea	5		
10	05 12 33	M-Beam Web Crack Repair	ea	3		
11	05 12 33	Grating Panel Replacement (scheduled)	ea	2		
<b>TOTAL EXTENDED AMOUNT (TEA)</b> Excluding applicable tax(s)						
<b>TOTAL BID AMOUNT (LSA + TEA)</b> Excluding applicable tax(s)						

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

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R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## UNITS

### (Item 1) Scheduled Repair Call:

Each Repair Call unit price shall include all items required to perform the repairs except Items 3 and 4 listed herein.

### (Item 2) Unscheduled Repair Call:

Each Unscheduled Repair Call unit price shall include all items required to perform the repairs except Traffic Control and Items 3 and 4 listed herein.

### (Item 3) Traffic Management Plan and Permits:

Unit price shall include one-time Traffic Management Plan, all necessary permits and Temporary Advance Information Signs for the duration of the Contract.

### (Item 4) Bridge Lift Delay:

Each unit is defined in a single continuous procedure of lifting and lowering of bridge superstructure to permit navigation. In the event of bridge lift for commercial ships notification will be provided by Departmental Representative no more than 30 minutes prior. NO PAYMENTS will be made for bridge lifts for recreational watercrafts.

### (Item 5) Temporary Grating Hold-Down – Repair Type A:

Each Type A Repair entails welding solid steel plates on each side of cracked M-beam to stringer weld, as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. All labour, materials and equipment necessary to do the work are deemed to be included in the unit price.

### (Item 6) Temporary Grating Hold-Down – Repair Type B:

Each Type B Repair entails full restoration of cracked M-beam to stringer weld, as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. Type B repairs to be performed if Type A repairs are deemed unfeasible by the Departmental Representative. All labour, materials and equipment necessary to do the work are deemed to be included in the unit price.

### (Item 7) Button weld repairs – Repair Type C: Each Type C Repair entails welding solid round bars

between loose and intact grating members at a broken button weld, as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. All labour, materials and equipment necessary to do the work are deemed to be included in the unit price.

(Item 8) Button weld repairs – Repair Type D: Each Type D Repair entails fillet welding between grating members at a cracked button weld, as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. All labour, materials and equipment necessary to do the work are deemed to be included in the unit price.

(Item 9) Missing member replacement – Repair Type E: Each Type E Repair entails welding steel plate to replace missing or broken grating members, as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. All labour, materials and equipment necessary to do the work are deemed to be included in the unit price.

(Item 10) M-Beam Web Crack Repair: Each M-Beam Web Crack Repair entails welding steel plate to grating panel main support beams (M-Beams), as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. All labour, materials and equipment necessary to do the work are deemed to be included in the unit price.

(Item 11) Grating Panel Replacement: Each Grating Panel Replacement to be performed as shown on the Contract Drawings, unless directed otherwise by Departmental Representative. Selection of panel to be replaced shall be directed by Departmental Representative. All labour, materials and equipment necessary to do the work, including removal and disposal of the old grating panel and installation of the new grating panel, are deemed to be included in the unit price.

Buyer ID - Id de l'acheteur  
pwl003

CCC No./N° CCC - FMS No./N° VME

## APPENDIX 2 - INTEGRITY PROVISIONS

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

**List of names:** All Bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Bidders Bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- Bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of Bids or Offers is completed, or has not been received in a procurement process or real property transaction where no Bid/Offer will be submitted, the Contracting Authority will inform the Bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a Bid or Offer non-responsive, or the Bidder otherwise disqualified for award of a contract or real property agreement.

[illegible]

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

### APPENDIX 3 - LISTING OF SUBCONTRACTORS AND SUPPLIERS

The Bidder must submit the list of Subcontractors and Suppliers for any division of the Work as listed in the table below. If "own forces" of the General Contractor are planned to be used to execute certain division(s) of work it must also be indicated in the table below.

	Subcontractor and Suppliers	Division
1		
2		
3		
4		

## APPENDIX 4 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Bidders, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios \* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

*\* The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*



Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## Voluntary Certification

(To be filled out and returned with bid on a voluntary basis)

(page 2 of 2)

*Note: The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

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

Signature: \_\_\_\_\_

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

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**

See Buyandsell Attachment

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

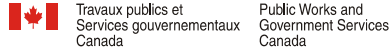
Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)

### CERTIFICATE OF INSURANCE



Page 1 of 2

Description and Location of Work Hamilton, (Burlington) Ontario. Burling Lift Bridge. Deck Repairs, Welding and Maintenance Services	Contract No. EQ754- 192006/B
	Project No. R.090211.001

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured  <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	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
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$
Builder's Risk / Installation Floater				\$		

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 coverage's 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

Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

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.

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

### Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

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.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

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Solicitation No. - N° de l'invitation  
EQ754-192006/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl003

Client Ref. No. - N° de réf. du client  
R.090211.001

File No. - N° du dossier  
PWL-8-41111

CCC No./N° CCC - FMS No./N° VME

**ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT**  
**(Sample)**

*(This report is not required at bid deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority either six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade