



## 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> Clegg Street Construction	
<b>Solicitation No. - N° de l'invitation</b> EQ754-200150/A	<b>Date</b> 2019-07-11
<b>Client Reference No. - N° de référence du client</b> R.079197.049	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWL-055-2465
<b>File No. - N° de dossier</b> PWL-9-42007 (055)	<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 2019-08-01</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> Musonge, Dave	<b>Buyer Id - Id de l'acheteur</b> pwl055
<b>Telephone No. - N° de téléphone</b> (416) 302-0749 ( )	<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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Clegg Street Construction	Total		1	Each	\$	\$			

## INVITATION TO TENDER

(Rideau Canal Concrete Wall Repairs)  
(Ottawa, Ontario)

### IMPORTANT NOTICE TO BIDDERS

#### TWO-ENVELOPE BID

This Bid shall be submitted following a "two-envelope" procedure. Refer to SI05 of the Special Instructions 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>

#### ASPHALT CEMENT PRICE ADJUSTMENT

This solicitation includes a price adjustment clause for asphalt cement. Refer to the Supplementary Conditions.

#### 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>

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

The following sections of clause R2710T are set out in 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
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- GI04 Applicable Taxes
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### APPENDIX 1 COMBINED PRICE FORM

Solicitation No. - N° de l'invitation  
EQ754-200150

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwl055

Client Ref. No. - N° de réf. du client  
R.079197.049

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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## **SPECIAL INSTRUCTIONS TO BIDDERS (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) intends to retain a Contractor to provide construction services for the project as set out in this Invitation to tender (ITT).
2. Bidders responding to this ITT are requested to submit a full and complete quotation refer to SI05 'Submission of Bid'.

### **SI02 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>

### **SI03 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 [dave.musonge@tpsgc-pwgsc.gc.ca](mailto:dave.musonge@tpsgc-pwgsc.gc.ca) 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 five (5) 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, the Contracting Authority will 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 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.

### **SI04 OPTIONAL SITE VISIT**

There will be a site visit on Friday July 19th, 2019 at 10:00 a.m. Interested bidders are to meet at Colonel By Drive at Clegg Street, Ottawa, ON.

Google coordinates:  
Ottawa, ON  
45°24'16.5"N 75°40'49.4"W  
45.404580, -75.680388

### **SI05 SUBMISSION OF BID**

Section GI09 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-envelope" procedure both envelopes shall be enclosed and sealed together in a third envelope, the bid envelope. All envelopes are to be provided by the Bidder.
2. The bid envelope shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of the bids. The bid must be received on or before the date and time set for solicitation closing. The Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:
  - a. Solicitation Number;
  - b. Name of Bidder;
  - c. Return address; and
  - d. Closing Date and Time.
3. The Qualifications Form, and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
  - a. ENVELOPE 1 - QUALIFICATIONS;
  - b. Solicitation Number; and
  - c. Name of Bidder.
4. The Bid and Acceptance Form (BA), and Bid Security if applicable, shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
  - a. ENVELOPE 2 - PRICE;
  - b. Solicitation Number; and
  - c. Name of Bidder.
5. Timely and correct delivery of bids is the sole responsibility of the Bidder.

#### **SI06 REVISION OF BID**

Paragraphs 1 and 3 of GI10 of R2710T are replaced by the following;

A bid submitted in accordance with these instructions may be revised by physically delivering a new price envelope, provided the revision is received at the office designated for the receipt of bids on or before the date and time set for the closing of the solicitation. It shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. REVISED ENVELOPPE 1- QUALIFICATION and/or REVISED ENVELOPPE 2 – PRICE,
- b. Solicitation Number, and
- c. Name of Bidder

#### **SI07 OPENING OF BIDS / EVALUATION**

1. There will be no public opening at bid deposit time.
2. Envelope 1 - Qualifications - will be opened privately. This envelope will be opened first to evaluate the submittal requirements. Requirements will be evaluated on a Pass or Fail basis. Failure to meet any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid. Envelope 2 will be returned to the bidder.
3. Envelope 2 Price -: Submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.
4. The responsive bid carrying the lowest price will be recommended for contract award.
5. Bid results may be obtained from the Contracting Authority named on the cover page of the Invitation to tender following completed evaluation.

## **SI08 COMPLETION OF SUBMISSION**

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

## **SI09 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.

## **SI10 DEBRIEFINGS**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **SI11 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 shall 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.

## **SI12 CONSTRUCTION DOCUMENTS**

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

## **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#apL>

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 PWGWSC-TPSGC 506)

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

Standard Acquisition Clauses and Conditions (SACC) Manual

<http://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>

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## 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	(2019-05-20);
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);
Supplementary Conditions		
  - 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 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/5/R>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

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## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENTS SAFEGUARDING**

There is no security requirement applicable to this Contract.

### **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.

### **SC03 ASPHALT CEMENT PRICE ADJUSTMENT**

- 1. The price of asphalt cement incorporated into hot mix asphalt shall be adjusted for each month in which paving occurs when the price index for that month differs by more than 5% from the price index for the month prior to bid closing. The price adjustment shall be calculated in accordance with the applicable price adjustment formula of paragraph 2.
- 2. Price Adjustment formulae:
  - a. When the price index, for the month in which paving occurs, is higher than 105% of the price index for the month prior to bid closing, Canada shall pay the Contractor a compensation of:  
(Example based on a 5% increase)  
 $PA = (IM - 1.05 IB) \times \text{quantity of asphalt cement in tons}$

- 
- b. When the price index, for the month in which paving occurs, is less than 95% of the price index for the month prior to bid closing, Canada shall deduct an amount from the monthly payment to the Contractor of:  
(Example based on a 5% decrease)  
 $PA = (.95IB - IM) \times \text{quantity of asphalt cement in tons}$

PA = payment adjustment for asphalt cement, in dollars

IB = asphalt cement price index for the month prior to bid closing

IM = asphalt cement price index for the month in which paving occurs

The price index shall be the Asphalt Cement Price Index published monthly by the Ontario Ministry of Transportation (MTO) in the Contract Bulletin displayed on the MTO Web site <http://www.mto.gov.on.ca/>. This price index shall be used to calculate the adjustment per ton of all grades of asphalt cement accepted into the Work.

3. For each month in which a payment adjustment is made, Canada shall use the fixed asphalt cement content of the final job mix formula to determine the asphalt cement quantity that is used.
4. The payment adjustments shall be made on the monthly Request for Progress Payment form for the months in which hot mix paving occurs.

## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

Title: Rideau Canal Concrete Wall Repairs

Location: Ottawa, ON

Project No.: R.079197.049

### 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 within (7) months from the date of notification of acceptance of the offer.

### BA07 BID SECURITY

The Bidder must enclose bid security with its bid in accordance with GI08 - 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

**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(es)
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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.

Item Number	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(es) extra (PU)	Extended amount (EQ x PU) applicable tax(es) extra
1	02-41-21	Post Removal – Discard	Ea.	21		
2	02-41-21	Pipe Railing Removal	LM	180		
3	02-41-16	Concrete Excavation	Cu.M	47		
4	03-10-00 03-30-00	Class I Concrete	Cu.M	58		
5	05-52-20	New Line Posts	Ea.	21		
6	05-52-20	New Expansion Posts	Ea.	2		
7	05-52-20	New Pipe Railing ( with coating, installation)	LM	180		
8	31-23-15	Asphalt Excavation	Sq.M	250		
9	31-23-15	Common Excavation	Cu.M	12		
10	31-23-15	Hydrovac Excavation	Cu.M	20		
11	31-23-15	Backfilling – Granular A with compaction	Cu.M	20		
12	32-12-16	Asphalt HL3 Pathway Course	Sq.M	103		
13	31-23-15	Catch Basin repairs and connections	Ea.	2		
14	31-23-15	Removal and Disposal of Contaminated Material	Cu.M	8		
<b>TOTAL EXTENDED AMOUNT (TEA)</b> Excluding applicable tax(es)						

<b>TOTAL BID AMOUNT (LSA +TEA)</b> Excluding applicable tax(es)
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## APPENDIX 3 - 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 on page 2 of 2.

If you accept fill out and sign page 2 of 2

*\* **The journey person-apprentice ratio** is defined as the number of qualified/certified journey persons 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.*



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**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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## APPENDIX 4 - QUALIFICATION FORM

### MANDATORY QUALIFICATIONS AND SUBMISSIONS

**Any Bid that fails to submit the required information or fails to meet any of the mandatory qualifications herein shall be declared non-compliant and shall receive no further consideration. In the event that a bid is non-compliant with all mandatory qualifications and submissions, Envelope Two – PRICE, will be returned unopened.**

#### 1. BIDDER'S QUALIFICATIONS

- a. Each Bidder must have substantially completed construction of two (2) similar projects, (similar to this project) where they managed and provided the majority of the contract service, in the last ten (10) years. A similar project is defined as a Heavy Civil Engineering Construction project which included concrete structural work and earthworks with environmental control/mitigation requirements.
- b. The first project is to have a minimum contract value of \$5,000,000.
- c. The second project is to have an in-water work component requiring temporary dewatering works (i.e. dewatering and dewatering maintenance, and sediment control) where the Bidder was responsible for the dewatering works, or acted as a General Contractor overseeing the dewatering work.
- d. Each Bidder must provide with their bid, information related to the two projects that meets the above criteria. Bidders must complete the forms included herein or a facsimile that includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS".

- i. **Form No. 1 - Bidder's Information**
- ii. **Form No. 2A - Bidder's Previous Heavy Civil Engineering Construction Projects**
- iii. **Form No. 2B - Bidder's Previous In-Water Work with Temporary Dewatering Project**
- iv. **Form No. 2C - Bidder's Previous Shoring Work with Temporary Shoring Project.**

#### 2. BIDDERS' EXPERIENCE WITH WORKING AROUND HIGH VOLTAGE LINES

Each Bidder must have substantially completed construction of two (2) or more similar projects, in terms of working around high voltage (HV) power lines, (similar to this project) where they managed and provided the majority of the contract service, in the last ten (10) years. A similar project is defined as a Heavy Civil Engineering Construction project which included concrete structural work and earthworks with environmental control/mitigation requirements that was in close proximity of HV where the Bidder had to take additional measures to protect the HV lines and implemented additional Health and Safety measures due to HV lines.

- i. **Form No. 8 – General Acknowledgements**

#### 3. BIDDER'S SHORING SUBCONTRACTOR

- a. Where the Bidder plans on using a Subcontractor to perform their temporary shoring work, the Bidder needs to demonstrate Subcontractor's experience through the submission of one (1) shoring type project where they were responsible for the temporary shoring works. The temporary shoring works needs to include systems with a capability of retaining earth, slopes, structures, roadways of similar types and circumstance
- b. Each Bidder must provide with their bid information related to the one (1) similar project, that meets the above criteria for the Subcontractor. Bidders must complete the forms included herein or a facsimile that includes all of the information contained therein. These forms must be included as part of the bid submission in "Envelope One - QUALIFICATIONS".
  - i. **Form No. 4A – Shoring Subcontractor's Information**
  - ii. **Form No. 4B - Subcontractor's Previous Shoring with Temporary Shoring Project**
- c. Note, the requirements in paragraphs (a) and (b) regarding the Subcontractor project submission does not change the requirement for the Bidder to submit information regarding the two (2) projects as described in paragraph 1.

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- d. Each Bidder must indicate whether or not they are planning on performing the temporary shoring work themselves on Form No. 4A.

#### 4. BIDDER'S PROJECT MANAGER EXPERIENCE

- a. Each Bidder must demonstrate that their assigned Project Manager for this project has a minimum of ten (10) years of recent (within the last 10 years) experience in managing and overseeing Heavy Civil Engineering construction projects (as described above in section 1.0), and has substantially completed a minimum of one Heavy Civil Engineering construction project with a minimum contract value of \$5,000,000, within the last 5 years.
- b. Each Bidder must provide with their bid, information related to one (1) Heavy Civil Engineering construction project that meets the above criteria for the Project Manager. Bidders must complete the form included herein or a facsimile that includes all of the information contained therein. This form must be included as part of the bid submission in "Envelope One - QUALIFICATIONS".

**i. Form No. 5 - Project Manager Previous Heavy Civil Engineering Construction Project**

- c. In addition to the above requirement, each Bidder must provide with their bid, a curriculum vitae (c.v.) for their assigned Project Manager and Form No. 5. The c.v. should be a maximum of 2 pages long and should clearly indicate the name of the projects, their scope of work and year undertaken, role played and contract value in order to demonstrate the years of experience the Project Manager has in managing heavy civil engineering construction projects. The c.v. must be included as part of the bid submission in "Envelope One - QUALIFICATIONS", together with form no.5.

#### 5. BIDDER'S SITE SUPERINTENDENT'S EXPERIENCE

- a. Each Bidder must provide with their bid, a certification that the Site Superintendent who will be assigned to this project:
- i. has a minimum of ten (10) years of recent experience overseeing Heavy Civil Engineering construction projects (as described above in Section 1.0);
  - ii. has experience with in-water type work with environmental control / mitigation and monitoring requirements (erosion and sediment/turbidity control etc.) ;
  - iii. has experience with in-water type work and temporary dewatering works (dewatering and dewatering maintenance etc.) and temporary shoring works; will be fully dedicated to the project and on site for the entire duration of the construction work.
  - iv. Bidders must complete the form included herein or a facsimile, that includes all of the information contained therein. This form must be included as part of the bid submission in "Envelope One - QUALIFICATIONS"
  - v. **Form No. 6 - Bidder's Certification of the site Superintendent Experience and Availability.**

#### 6. BIDDER'S TECHNICAL SUPPORT TEAM

- a. Each Bidder must have a Technical Support Team to assist the bidder with the project. The Technical Support Team must have experience in the design and monitoring and protection of existing structure and temporary works including but not limited to: pre-condition surveys; stability assessments; shoring systems at excavations and other in-water dewatering systems; environmental controls, including erosion, sediment, dust, noise; and water diversion systems.
- b. As a minimum, the Bidders Technical Support Team needs to include the following key personnel:
- i. Civil / Structural Engineer(s);
  - ii. Geotechnical Engineer;
  - iii. Environmental Control and Monitoring Specialist;
  - iv. Health and Safety Specialist.
- c. Engineers on the Bidders Support Team must be licensed to practice in the Province of Ontario.
- d. The Engineers leading the design for the shoring system and dewatering

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system are to have 10 years of experience in design and construction of similar works.

- e. Each Bidder must provide with their bid a certification that the bidder will have a Technical Support Team that meets the above criteria. Bidders must complete the form included herein or a facsimile that includes all of the information contained therein. This form must be included as part of the bid submission in "Envelope One - QUALIFICATIONS".

**i. Form No. 7 - Bidder's certification of the Technical Support Team**

7. The bidder certifies that, should it be issued a contract as a result of the Invitation To Tender, every individual proposed in its bid will be available to perform the Work required by Canada's representatives. If for reasons beyond its control, the bidder is unable to provide the services of an individual named in its bid, the bidder may propose a substitute with similar qualifications and experience. The Offeror must advise the contract Authority of the reason for the substitution and provide the name, the same qualifications and same experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

**Any Bid that fails to submit the required information or fails to meet any of the mandatory qualifications herein shall be declared non-compliant and shall receive no further consideration. In the event that a bid is non-compliant, Envelope Two - PRICE, will be returned unopened.**

## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 1 BIDDER'S INFORMATION

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN  
ENVELOPE 1 - QUALIFICATIONS)**

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Title: \_\_\_\_\_

Firm's Main Field of Activity: \_\_\_\_\_

\_\_\_\_\_

## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 2A

### BIDDER'S PREVIOUS HEAVY CIVIL ENGINEERING CONSTRUCTION PROJECT

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN  
ENVELOPE 1 – QUALIFICATIONS)**

Company Name (Contractor): \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Work (Municipality  
and Province): \_\_\_\_\_

Description of Work: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_  
Name of Project Engineer: \_\_\_\_\_

E-mail address and Telephone: \_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

E-mail address & Telephone: \_\_\_\_\_

***This is to certify that we acted as the General Contractor who completed the project referenced above.***

\_\_\_\_\_  
*Signature*

**The following must be completed by the Project Client of the project described under Form 2A (Bidder's Previous Heavy Civil Engineering Construction Project).**

Date \_\_\_\_\_

This confirms that \_\_\_\_\_ (insert name of Bidder) completed the Heavy Civil Engineering Marine Construction work \_\_\_\_\_ (insert name and address of PROJECT ONE) valued at \$\_\_\_\_\_.00 (submit the Construction work value, taxes extra). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

\_\_\_\_\_  
Signed by the Project Client's Responsible Authority or Project Consultant Engineer

\_\_\_\_\_  
Name of the Project Client

\_\_\_\_\_  
Telephone Number

***Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.***

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## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 2B

### BIDDER'S PREVIOUS IN-WATER WORK WITH TEMPORARY DEWATERING PROJECT

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Company Name (Bidder): \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Work (Municipality  
and Province): \_\_\_\_\_

Description of Work: \_\_\_\_\_  
(Description needs to outline what role the  
contractor performed in relationship with the  
dewatering work)

Final Completion Date: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Final Value of the Dewatering Work: \_\_\_\_\_

Name of Project Engineer: \_\_\_\_\_

E-mail address and Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

E-mail address & Telephone: \_\_\_\_\_

***This is to certify that we acted as the General Contractor who completed the project referenced above.***

\_\_\_\_\_  
*Signature*



**The following must be completed by the Project Client of the project described under Form 2B  
(Bidder's Previous In-Water Works with Temporary Dewatering Project).**

Date\_\_\_\_\_

This confirms that \_\_\_\_\_(insert name of Bidder) completed the Heavy Civil Engineering Construction & Temporary Dewatering Works on our location \_\_\_\_\_  
(insert name and address of PROJECT ONE) valued at \$\_\_\_\_\_.00 (submit the Construction work value, taxes extra). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

\_\_\_\_\_  
Signed by the Project Client's Responsible Authority or Project Consultant Engineer

\_\_\_\_\_  
Name of the Project Client

\_\_\_\_\_  
Telephone Number

***Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.***

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## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 2C

### BIDDER'S PREVIOUS SHORING WORK WITH TEMPORARY SHORING PROJECT

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE 1 – QUALIFICATIONS)**

Company Name (Bidder): \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Work (Municipality  
and Province): \_\_\_\_\_

Description of Work: \_\_\_\_\_  
(Description needs to outline what role the  
contractor performed in relationship with the  
shoring work)

Final Completion Date: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Final Value of the Shoring Work: \_\_\_\_\_

Name of Project Engineer: \_\_\_\_\_

E-mail address and Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

E-mail address & Telephone: \_\_\_\_\_

***This is to certify that we acted as the General Contractor who completed the project referenced above.***

\_\_\_\_\_  
*Signature*

**The following must be completed by the Project Client of the pr876oject described under Form 2C  
(Bidder's Previous Shoring Works with Temporary Shoring Project).**

Date\_\_\_\_\_

This confirms that \_\_\_\_\_(insert name of Bidder) completed the Heavy Civil Engineering Construction & Temporary Shoring Works on our location \_\_\_\_\_  
(insert name and address of PROJECT ONE) valued at \$\_\_\_\_\_.00 (submit the Construction work value, taxes extra). The work carried out on this project has been completed to our satisfaction within the contract terms and conditions, schedule and agreed budget.

\_\_\_\_\_  
Signed by the Project Client's Responsible Authority or Project Consultant Engineer

\_\_\_\_\_  
Name of the Project Client

\_\_\_\_\_  
Telephone Number

***Please be advised PWGSC reserves the right to contact the person named above to verify the information contained herein.***

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## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 4A SHORING SUBCONTRACTOR'S INFORMATION

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE 1 - QUALIFICATIONS)**

*This is to confirm that the General Contractor will ☐ or will not ☐ be doing the shoring work himself for the project. If the temporary shoring work is being done by the General Contractor, the remainder of this form, apart from the signature below, is to be left blank*

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Title: \_\_\_\_\_

Firm's Main Field of Activity: \_\_\_\_\_

\_\_\_\_\_

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## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 4B SUBCONTRACTOR'S PREVIOUS SHORING WORKS WITH TEMPORARY SHORING PROJECT

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN  
ENVELOPE 1 - QUALIFICATIONS.**

Company Name (Subcontractor): \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Work (Municipality  
and Province): \_\_\_\_\_

Description of Work: \_\_\_\_\_  
(Description needs to outline what role the  
subcontractor performed in relationship with the  
shoring work)

Final Completion Date: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

Final Value of the Shoring Work: \_\_\_\_\_

Name of Project Engineer: \_\_\_\_\_

E-mail address and Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name of Project Client: \_\_\_\_\_

E-mail address & Telephone: \_\_\_\_\_

***This is to certify that we acted as the (Sub)Contractor for the temporary shoring works for the project referenced above.***

\_\_\_\_\_  
*Signature*

**The following must be completed by the Project Client of the project described under Form 4B  
(Subcontractor's Previous Shoring Works with Temporary Shoring Project).**

Date\_\_\_\_\_

This confirms that \_\_\_\_\_(insert name of Subcontractor) completed the  
Temporary Shoring Works on our location \_\_\_\_\_  
(insert name and address of PROJECT ONE) valued at \$\_\_\_\_\_.00 (submit the Construction work value, taxes  
extra). The temporary shoring work carried out on this project has been completed to our satisfaction within the contract  
terms and conditions, schedule and agreed budget.

\_\_\_\_\_  
Signed by the Project Client's Responsible Authority or Project Consultant Engineer

\_\_\_\_\_  
Name of the Project Client

\_\_\_\_\_  
Telephone Number

***Please be advised PWGSC reserves the right to contact the person named above to verify the information  
contained herein.***

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## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 5 PROJECT MANAGER PREVIOUS HEAVY CIVIL ENGINEERING CONSTRUCTION PROJECT

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN  
ENVELOPE 1 - QUALIFICATIONS)**

Project Manager Name: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name and Location of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Role Undertaken: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Final Value of all Work: \_\_\_\_\_

***This is to certify that I acted as the Project Manager for the project referenced above.***

\_\_\_\_\_  
*Signature*

Dated \_\_\_\_\_

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## APPENDIX 4 - QUALIFICATIONS FORM

### FORM No. 6 BIDDER'S CERTIFICATION OF THE SITE SUPERINTENDENT EXPERIENCE AND AVAILABILITY

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN  
ENVELOPE 1 - QUALIFICATIONS.**

The Bidder hereby certifies that the experience of the Site Superintendent assigned to this project meets or exceeds the following qualifications:

The Site Superintendent:

- i. has a minimum of fifteen (15) years of recent experience overseeing Heavy Civil Engineering Construction Projects;
- ii. has experience with in-water type work with environmental control / mitigation requirements (erosion and sediment/turbidity control etc..) components;
- iii. has experience with in-water type work and temporary dewatering works (dewatering and dewatering maintenance etc..) and temporary shoring works.

Furthermore, the Bidder certifies that the Site Superintendent assigned to this project will be fully dedicated to the project and on site for the entire duration of the construction work

\_\_\_\_\_  
*Signature*

Dated \_\_\_\_\_



## **APPENDIX 4 - QUALIFICATIONS FORM**

### **FORM No. 7**

### **BIDDER'S CERTIFICATION OF THE TECHNICAL SUPPORT TEAM**

**(THIS FORM OR A COPY IDENTICAL IN CONTENT & FORMAT, MUST BE INCLUDED IN ENVELOPE 1 - QUALIFICATIONS)**

The Bidder hereby certifies that will have a Technical Support Team to assist bidder with the project.

1. The Technical Support Team:

- a. has experience in the design and monitoring and protection of existing structure and temporary works including but not limited to: pre-condition surveys; stability assessments; shoring systems at excavations and other in-water dewatering systems; environmental controls, including erosion, sediment, dust, noise.
- b. has at a minimum, but not necessarily limited to, the following key personnel, but necessarily limited to:
  - 1) Civil / Structural Engineer(s);
  - 2) Geotechnical Engineer;
  - 3) Environmental Control and Monitoring Specialist;
  - 4) Health and Safety Specialist.

2. Engineers on the Bidder's Technical Support Team will be licensed to practice in the province of Ontario.

3. The Engineers leading the design for the dewatering and shoring systems have a minimum of 15 years of experience in design and construction of similar works.

4. The technical support team will be available for the entire duration of the construction period.

\_\_\_\_\_  
*Signature*

Dated \_\_\_\_\_

## **APPENDIX 4 - QUALIFICATIONS FORMS**

### **FORM No. 8 – General Acknowledgements**

The Bidder hereby certifies that the following has been taken into consideration and has carefully reviewed the pertinent requirements of the tender documents (specifications and drawings and reference/appended/annexed documents) in the preparation of their tender submission:

- i. The project shall be completed within the drawdown period as indicated in the spec;
- ii. Shoring/Anchoring/Support Systems;
- iii. Experience with Working Around High Voltage Lines;
- iv. All Environmental Procedures (including but not limited to turbidity control, monitoring, Environmental Management Plan, non-disturbance of canal bottom sediments, etc.);
- v. Winter Heating, Hoarding and Enclosure Systems;
- vi. Traffic and Pedestrian Management Planning requirements;
- vii. Contract Completion Date (understanding of project schedule).

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Name (printed)

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Signature

**ANNEX A - CERTIFICATE OF INSURANCE** (Not required at solicitation closing)**CERTIFICATE OF INSURANCE**

Page 1 of 2

Travaux publics et  
Services gouvernementaux  
CanadaPublic Works and  
Government Services  
Canada

Description and Location of Work	Contract No.
	Project No.

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 \$
<b>Commercial General Liability  Umbrella/Excess Liability</b>				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		

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.

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

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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 day 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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**ANNEX B - 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 six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade