



INVITATION TO TENDER

IMPORTANT NOTICES TO BIDDERS

REFERENCE TO PWGSC

All references to the Department of Public Works & Government Services Canada (PWGSC) in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) are to be replaced with the Correctional Service of Canada (CSC).

THIS DOCUMENT DOES NOT CONTAIN AN INDUSTRIAL SECURITY REQUIREMENT

INTEGRITY PROVISIONS – BID

Changes have been made to the Integrity Provisions – Bid as of 2016-04-04. See GI01, Integrity Provisions – Bid of R2410T of the General Instructions for more information.

LISTING OF SUBCONTRACTORS

As per GI06 of R2410T you should provide using Annex D at Bid closing a list of Subcontractors that have 20% or more of the tendered price value.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, 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 <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>.



TABLE OF CONTENTS

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

- SI01 Bid Documents
- SI02 Enquiries During the Solicitation Period.
- SI03 Optional Site Visit.
- SI04 Revision of Bid
- SI05 Bid Results
- SI06 Insufficient Funding
- SI07 Bid Validity Period
- SI08 Construction Documents
- SI09 Workers Compensation Board and Safety Program
- SI10 Web Sites

R2410T GENERAL INSTRUCTIONS – CONSTRUCTION SERVICES (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 Listing of Subcontractors and Suppliers
- GI07 Submission of Bid
- GI08 Revision of Bid
- GI09 Rejection of Bid
- GI10 Bid Costs
- GI11 Procurement Business Number
- GI12 Compliance with Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage
- GI16 Code of Conduct for Procurement-bid

CONTRACT DOCUMENTS (CD)

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Institutional Access Requirements
- SC02 Insurance Terms
- SC03 Terms of Payment – Progress Payment
- SC04 Compliance with applicable laws
- SC05 Workers Compensation
- SC06 Tuberculosis Testing
- SC07 Information Guide for Contractors
- SC08 Closure of Government Offices
- SC09 Contractor's Performance Evaluation Report

BID AND ACCEPTANCE FORM (BA)

- BA01 Identification
- BA02 Business Name and Address of Bidder
- BA03 The Offer
- BA04 Bid Validity Period.
- BA05 Acceptance and Contract



BA06 Construction Time
BA07 Signature

APPENDIX 1 - INTEGRITY PROVISIONS – LIST OF NAMES
APPENDIX 2 – DEPARTMENTAL REPRESENTATIVES

ANNEX A – CERTIFICATE OF INSURANCE
ANNEX B – LISTING OF SUBCONTRACTORS
ANNEX C – SCOPE OF WORK
ANNEX D – SPECIFICATIONS & DRAWINGS



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, R24410T (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 R2410T 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 Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in G13 of R2410T, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer 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 are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI03 OPTIONAL SITE VISIT

There will be an optional site visit on **September 18, 2019 at 10:00am MST**. Interested bidders are to meet at the Bowden Institution Main Entry.

Bidders must contact Jeremy Griffith by phone at 403-227-8199, Ext: 1324 or by email at jeremy.griffith@csc-scc.gc.ca 48hrs prior to the scheduled optional visit.

Location: Bowden Institution Main entry

Site visit requirements:

- All visitors must wear safety boots, hard hat and Hi-Visible Vest
- Photo Identification
- Measuring devices if needed
- No electronic devices allowed inside the institution

SI04 REVISION OF BID



A bid may be revised by letter in accordance with GI08 of R2410T. The address for receipt of revisions is indicated on page 1. The revised bid must be received in its entirety before the solicitation closing date and time indicated on page 1.

SI05 BID RESULTS

1. The responsive bid carrying the lowest price per stream will be recommended for contract award.
2. CSC will send an official letter by email to unsuccessful bidders to inform them of the name of the winning bidder as well as the total contract value.

SI06 INSUFFICIENT FUNDING

1. In the event that the lowest compliant bid exceeds the amount of funding allocated by Canada for the Work:
 - a) by 15% or less, Canada in its sole discretion may:
 - i. cancel the solicitation; or
 - ii. obtain additional funding and, subject to the provisions of GI08 of R24410T, award the Contract to the Bidder submitting the lowest compliant bid; and/or
 - iii. negotiate a reduction in the bid price and/or scope of work with the Bidder submitting the lowest compliant bid.
 - b) by more than 15%, Canada in its sole discretion may:
 - i. cancel the solicitation; or
 - ii. obtain additional funding and subject, to the provisions of GI08 of R24410T award the Contract to the Bidder submitting the lowest compliant bid; and/or
 - iii. revise the scope of work accordingly and invite Bidders who submitted a compliant bid to the initial invitation to tender to resubmit a bid.
2. If Canada decides to enter into negotiations or request that compliant bidders resubmit a bid as per paragraph 1.a) iii. or 1. b) iii., bidders must use the same subcontractors and suppliers as for their initial offer.
3. If Canada decides to negotiate a reduction in the bid price as per paragraph 1.a) iii. and an agreement satisfactory to Canada cannot be reached, Canada will exercise option 1. a) i. or 1. a) ii.

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 must have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI07 is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. of SI07 is not accepted in writing by all those who submitted bids then Canada 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 GI09 of R24410T.

SI08 CONSTRUCTION DOCUMENTS



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

CSC may furnish additional drawings for clarification. These additional drawings will have the same meaning and intent as if they were included in the original plans referred to in the Contract Documents.

The Contractor must check the existing building dimensions before starting work and ordering any materials. The Contractor must report discrepancies affecting the work shown on the drawings to the CSC Project Manager for clarification and final decision. It is the responsibility of the Contractor to visit the site personally to verify or obtain dimensions. Any dimensions given are approximate and CSC assumes no responsibility for the accuracy of these dimensions.

SI09 WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

The recommended Bidder must provide to the Contracting Authority, prior to Contract Award:

- a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s), or Partners who will be or who are anticipated to be present on the work site(s); and
- b) a Certificate of Recognition (COR) or Registered Safety plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable lieu of a COR or RSP. If none is required by law, a copy of the health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Bidder certifies that it has been sent to the AHJ.

The recommended Bidder must deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3 to 5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next lowest responsive Bidder.

SI10 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§ion=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>

Standard Acquisition Clauses and Conditions (SACC) Manual

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

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

<https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>



Correctional Service
Canada

Service correctionnel
Canada

Correctional service of Canada website: <http://www.csc-scc.gc.ca/index-eng.shtml>



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	R2550D	(2016-01-28);
GC6	Delays and Changes in the Work – Construction Services	R2865D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2016-01-28);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Charges 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
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.



SUPPLEMENTARY CONDITIONS (SC)

SC 01 INSTITUTIONAL ACCESS REQUIREMENTS

1. NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.
2. Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

SC02 INSURANCE TERMS

1. Insurance Contracts
 - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
 - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
2. Period of Insurance
 - (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
 - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
3. Proof of Insurance
 - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
 - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.
4. Insurance Proceeds

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

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

SC03 Terms of Payment – Progress Payment and Holdback

1. On the expiration of a payment period, the Contractor shall deliver to Canada



- a. a written progress claim in a form acceptable to Canada that fully describes any part of the Work that has been completed, and any Material that was delivered to the Work site but not incorporated into the Work, during that payment period, and
 - b. a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as " subcontractors and suppliers", have been fully discharged.
2. Subject to GC5.2, "Amount Payable", and paragraph 5) of GC5.4, Canada shall pay the Contractor an amount that is equal to
- a. 90 percent of the value that is indicated in Canada's progress report

SC04 COMPLIANCE WITH APPLICABLE LAWS:

The Contractor must comply with all laws, regulations rules instructions and directives applicable to the performance of the Work or any part thereof in force on the site where the Work is to be performed. The Contractor must also comply with all laws, regulations, rules, instructions and directives applicable to the agents and servants of the Crown. The Contractor must also require compliance therewith by all of its subcontractors. Evidence of compliance with such laws, regulations and rules must be furnished by the Contractor to the Contracting Authority at such times as the Contracting Authority may reasonable request.

Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

SC05 WORKERS COMPENSATION

It is mandatory that every Contractor contracted for work must have an account with the Provincial Workers Compensation Board/Commission, and coverage shall be extended to cover all employees.

SC06 TUBERCULOSIS TESTING:

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfil the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

SC07 INFORMATION GUIDE FOR CONTRACTORS

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC, will complete the applicable Module(s) and retain the signed checklist(s) from the CSC Information Guide for Contractors" website: www.bit.do/CSC-EN.

SC08 CLOSURE OF GOVERNMENT OFFICES

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government offices, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.



Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

SC09 CONTRACTOR'S PERFORMANCE EVALUATION REPORT

CSC will evaluate the Contractor's performance during the execution of the work and when it is completed using PWGSC – TPSGC form 2913 "Contractor Performance Evaluation Report Form (CPERF)". This evaluation will be based on the quality of the execution of the work, timeliness, management of on-site health and safety and the general management of the Contractor's work in relation to the effort required by the Department's employees in the administration of the contract. A completed performance evaluation report will be sent to the Contractor when the work has been completed for all projects.



BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

Supply, Delivery and Installation of Aluminum Clad Vinyl Windows (STREAM 1) and Fiberglass Windows (STREAM 2) for the replacement of windows for Project #: R.032532.001 at the Bowden Institution, Innisfail AB.
Solicitation Number: 21C50-19-2903755-A.

NOTE: This process may result in the award of up to a maximum of two (2) contracts, one per each stream. Bidders can bid on one or both streams of windows. It is the bidder's responsibility to clearly identify below, which stream of windows that they are interested in providing to the Bowden Institution.

Basis of Selection – A separate evaluation will be conducted for each stream. The responsive offer will the lowest evaluated price in each identified stream will be recommended for issuance of a contract.

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____

Fax: _____

PBN: _____

E-mail address: _____

BA03 THE OFFER

A. FOR STREAM 1: ALUMINUM CLAD VINYL WINDOWS

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

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

B. FOR STREAM 2: FIBERGLASS WINDOWS

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

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



BA04 BID VALIDITY PERIOD

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

BA05 ACCEPTANCE AND CONTRACT

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

BA06 CONSTRUCTION TIME

The period of the Contract is to be performed from the date of the award of the contract to February 28, 2020.

BA07 SIGNATURE

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

Signature

Date



APPENDIX 1 – INTEGRITY PROVISIONS – LIST OF NAMES

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.



APPENDIX 2 – DEPARTMENTAL REPRESENTATIVES

TO BE PROVIDED AT CONTRACT AWARD.

Contracting Authority is:

Name: Claudette Chabot

Title: A/Senior Contracting Officer

Department: Correctional Service Canada

Division: National Headquarters (NHQ)

Telephone: 306 - 659 - 9255

E-mail: Claudette.Chabot@csc-scc.gc.ca

Technical Authority is:

(TO BE PROVIDED AT CONTRACT AWARD).

Name: _____

Title: _____

Department: _____

Division: _____

Telephone: _____ - _____ - _____

E-mail: _____



Annex A – CERTIFICATE OF INSURANCE (not required at solicitation closing)

CONTRACT				
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 Her Majesty the Queen in Right of Canada as represented by the Minister of Public Safety				

Type of insurance Required when checked		Insurer Name and Policy Number	Inception Date D/M/Y	Expiry D/M/Y	Limits of Liability		
<input type="checkbox"/>	Commercial General Liability				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
	Umbrella/Excess Liability				\$	\$	\$
<input type="checkbox"/>	Builder's Risk Installation Floater				\$TBD – Value of Contract		

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)



CERTIFICATE OF INSURANCE (not required at solicitation closing)

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 Safety Canada as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

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/standards-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but no less than \$1,000,000 per incident or occurrence and in the aggregate.



ANNEX B – LISTING OF SUBCONTRACTORS

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of R24410T – General Instructions – Construction Services, the Bidder should provide a list of Subcontractors with his Bid.
- 2) The Bidder should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted In Price.

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



ANNEX C - SCOPE OF WORK

1.0 OBJECTIVE

The Correctional Service of Canada has a requirement for the Supply, Delivery and Installation of **Aluminum Clad Vinyl Windows (Stream 1) and Fiberglass Windows (Stream 2)** for the replacement of windows at the Multicultural & Chapel Buildings, for Project No: R.032532.001, located on site at the Bowden Institution.

2.0 BACKGROUND - Correctional Service Canada (CSC)

- CSC contributes to public safety through the custody and reintegration of offenders. Specifically, CSC is responsible for administering court-imposed sentences for offenders sentenced to two (2) years or more. This includes both the custodial and community supervision of offenders with Long Term Supervision for periods of up to ten (10) years.
- The Mandate of CORCAN Construction is to provide employment and employability skills training to offenders incarcerated in federal penitentiaries. When deemed appropriate by CORCAN Construction, the Contractor may be required to assist in the Mandate by working with Offenders. The Offenders will be considered unskilled labour and the Contractor will help them gain knowledge and skills in the trade(s) being carried out. The Offenders are employed by CORCAN Construction and no financial obligations are required of the Contractor as a result of having them as part of the workforce. The Offenders are considered to have the potential to be productive upon receiving training necessary to their work and will be removed or replaced upon request from the Contractor should they not show improvement or interest in the work they are tasked with.

3.0 SCOPE

The Contractor must provide all necessary tools, equipment, services, materials, transportation and labour to provide and install in a careful and workmanlike manner to provide the Aluminum Clad Vinyl Window and Fiberglass Window Replacement at the Bowden Institution as part of project R.032532.001.

4.0 TASKS

The tasks the Contractor must perform include but are not limited to:

STREAM 1: ALUMINUM CLAD VINYL WINDOWS

- Supply, Delivery and Installation of Aluminum Clad Vinyl windows to the Bowden Institution as per the Drawings, Specifications, and Window Schedule. Total of thirty-seven (37) windows as per Elevation B thru R of the Window Schedule (attached separately).**
- All windows must meet or exceed all specifications provided and referred to in Section 08 51 10 parts 1, 2 and 3 of the specification document for Project R. 032532.001, and drawings A206 & A207 (attached separately).
- All glazing for the Aluminum Clad Vinyl Windows must meet or exceed all the specification provided and referred to in Section 08 80 50, Parts 1, 2 and 3 (attached separately);
- Refer to the following sections within the Specification document:

Division 1	General Requirements
01 31 19	Project Meetings
01 33 00	Submittal Procedures
01 45 00	Quality Control
01 61 00	Common Product Requirements
01 78 00	Closeout Submittals

Division 8	Openings
-------------------	-----------------



08 51 10 Plastic Windows
08 80 50 Glazing

Drawings

A100 Multicultural Building Plan and Elevations
A207 Multicultural Building Sections and Details
A103 Chapel Plan & Exterior Elevations
A206 Chapel Building Sections & Details

STREAM 2 – FIBERGLASS WINDOWS

- a. **Supply, Delivery and Installation of Fiberglass windows to the Bowden Institution as per the Drawings, Specifications, and Window Schedule. Total of eight (8) windows as per Elevation A of the Window Schedule (attached separately).**
- b. All windows must meet or exceed all specifications provided and referred to in Section 08 54 10 & 08 80 50 of the specification document for Project R. 032532.001, and drawing A301 window Type A. Refer to drawing A301 for Window A elevation and glazing type legend;
- c. All glazing for the Fiberglass Windows must meet or exceed all the specification provided and referred to in Section 08 80 50, Parts 1 and 2;
- d. Refer to the following sections within the Specification document:

Division 1 General Requirements
01 31 19 Project Meetings
01 33 00 Submittal Procedures
01 35 26 Health and Safety
01 45 00 Quality Control
01 61 00 Common Product Requirements
01 71 00 Examination and Preparation
01 74 11 Cleaning
01 74 21 Construction/Demolition Waste Management and Disposal
01 78 00 Closeout Submittals

Division 7 Thermal and Moisture Protection
07 26 00 Air and Vapor Membranes
07 62 00 Sheet Metal Flashing and Trims
07 92 00 Joint Sealants

Division 8 Openings
08 54 10 Fiberglass Windows
08 80 50 Glazing

Drawings
A100 Multicultural Building Plan and Elevations
A207 Multicultural Building Sections and Details

For all windows in **STREAM 1** and **STREAM 2**, the contractor must:

- a. Supply and Install weather resistant membrane barrier (if needed);
- b. Install shims;
- c. Use appropriate anchoring fasteners;



- d. Use high quality low expansion foam;
- e. Use high quality sealants;
- f. Completely seal window and frame;
- g. Review all Drawings & Specifications for full scope; and

Window Schedule

Refer to Excel Spreadsheet – Window Schedule (rough opening measurements)

No Substitution to brand or technical specifications of equipment without approval from CORCAN Construction.

All other Plans and Specifications are for reference only.

Work to be performed in accordance with the contract schedules within the scope of work.

5.0 DELIVERABLES

FOR STREAM 1: ALUMINUM CLAD VINYL WINDOWS

The Contractor must provide documentation on how their product meets or exceeds the specifications referred to in Section 08 51 10, Parts 1, 2 and 3 of the specification document for Project R. 032532.001.

FOR STREAM 2: FIBERGLASS WINDOWS

The Contractor must provide documentation on how their product meets or exceeds the specifications referred to in Section 08 54 10, Parts 1 and 2 of the specification document for Project R. 032532.001.

6.0 OTHER RELATED INFO:

- a. Any technical questions related to the Statement of Work **after** contract award, are to be directed to CORCAN Construction. CORCAN Construction will be acting as the General Contractor on site. **Site Coordination, Safety and Schedule of work to be coordinated through the Project Authority, CORCAN Construction. The Project Authority contact information will be noted on the Contract Award document.**

6.1 CONDUCT OF THE WORK – STANDARDS OF PRINCIPLE

1. All work is subject to the inspection and acceptance by the Project Authority. If the Contractor has to correct or replace any Work due to poor workmanship, it will be at no cost to CORCAN.
2. All Work must be performed to the standard required by all applicable code(s) or prescribed by specifications.
 - a. If neither is applicable, then the Work will be equal in kind, quality, and finish to that of the existing property or standards.
 - b. The Contractor must notify the Project Authority of all defects, faults, code violations, and irregularities which arise during the performance of the Work.
3. The Contractor must warrant that all Work performed will be, at the time of acceptance, free from defects in workmanship. The warranty is "one year parts and labour for new parts installed and 30 days for labour repairs.
4. Where the Work affects occupied portions of a building, the Contractor must ensure continuity of building services and necessary access for personnel and vehicles, to the extent possible.
5. The Contractor may have to liaise or collaborate with other contractors or employees of the Crown sent on to the worksite.
6. The Contractor must perform the Work to meet or exceed the requirements of the following codes and standards. In the event of a conflict between any of the codes or standards, the most stringent will apply. The latest edition of each will be enforced during the period of the Work:
 - i. Canada Standards Association
 - ii. Canadian Environmental Protection Act
 - iii. National Building Code of Canada, National Fire Code, Canadian Electrical Code
 - iv. Provincial and Territorial Acts and Regulations



- v. Material and workmanship must conform to or exceed applicable standards of Canadian Society for Testing Material (ASTM)
- vi. Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets
- vii. Municipal Regulations, Codes and Acts, CORCAN Construction's safety program, the construction safety in accordance with the Occupational Health and Safety Acts and Regulations, Workers/Workmen's
- viii. Compensation Board, (WHSCC)

7.0 LOCATION OF WORK

The work must be performed at:

Bowden Institution

Highway 2
Innisfail, Alberta
T4G 1V1

Physical Shipping address is:

35022, RR10
Red Deer County, Alberta
T4G 0M8

8.0 CONSTRAINTS

The following constraints must be taken into account in the performance of the Work:

8.1 LANGUAGE REQUIREMENTS

Consistent with the requirements of the Official Languages Act, the Contractor must communicate in the official language chosen by each CSC location, English or French, such that:

- Verbal communications with CSC sites and personnel must be in English.
- Written communications with all CSC sites and personnel must be in English.
- All meetings, telephone or teleconference discussions, email correspondence, and other communications with the Project Authority must be conducted in English.

8.2 DOCUMENTATION REQUIREMENTS

The Contractor must provide documentation to the Project Authority in the following formats:

All proposals, reports, spreadsheets, and general communication documentation between the Contractor and the Project Authority in a form compatible with Microsoft Office Suite.

8.3 INSTITUTIONAL SECURITY / LOCKDOWN / THE CSC ENVIRONMENT

- **Institutional Operations:** The Contractor must take every precaution to minimize any disturbance to institutional operations. The Contractor and their staff on site must cooperate fully with operational staff and conform to all security requirements;
- As CSC Institutions are in operation on a 24 hours per day, 7 days per week, 365 days a year basis, special attention must be paid to ensure that any Work has limited impact on the daily operation of the Institution.

8.3.1 The Contractor must be aware that they may be faced with delay or refusal of entry to certain areas at certain times (e.g., institutional lockdown or other security related emergencies) even if prior arrangements for access may have been made.

- The Contractor(s) must call a minimum of 24 hours in advance of their visit to ensure that planned access is still available.
- If access is unavailable once they have arrived on-site, the Contractor(s) will adopt a workaround plan identified by the institution in question.



- With the exception of sites located in remote locations, work at a nearby facility may be required.
 - Where remote sites are concerned, the Contractor(s) must confirm if an alternate site or re-attempt is required.
- 8.3.2 The Contractor and all of their resources that will be working onsite must attend a security briefing that will orient them to the security requirements of working in the CSC Institutional environment. This security briefing may require up to (5) working days to organize.
- 8.3.3 CSC Institutional Security has the right to remove any of the Contractor's employees from the worksite for any reason of security concerns, notwithstanding the results or status of any security screening in respect to their employees.
- 8.3.4 The Contractor must comply with all applicable standing orders or other regulations in force on the site where the Work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.
- 8.3.5 The Contractor must follow all Tool and Equipment Security protocols in place which include but may not be limited to:
- The provision of a complete list of all tools and equipment brought to the work site;
 - All tools and equipment must be kept under constant supervision;
 - If permitted by Security, the storage of tools and equipment must be in lockable tool boxes; and
 - Provide assistance in tool/equipment checks by CSC security personnel.

8.4 WORKSITE SAFETY

- The Contractor may be required to provide, erect, and maintain necessary barricades, enclosures and signage as necessary.
- The Contractor must ensure all necessary precautions are in place for the protection of the work and the safety of the staff and public.
- The Contractor must ensure that all applicable personal protective equipment (PPE) is employed and ensure that all workers and authorized personnel are notified of and abide by the safety rules, regulations, safe work practices and applicable Safety Acts, Regulations and Codes which are in force on the worksite.



ANNEX D – SPECIFICATIONS and DRAWINGS

Attached separately are the SPECIFICATIONS for the work required.

The SPECIFICATIONS are to be referenced along with the SCOPE OF WORK - ANNEX C.

The DRAWINGS for the work required are provided as a separate attachment.

The DRAWINGS are to be referenced along with the SCOPE OF WORK - ANNEX C and the SPECIFICATIONS

The Window Schedule as per the SCOPE OF WORK - ANNEX C is also attached separately.