



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal 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.

Proposition 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 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 - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

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|---|---|
| Title - Sujet Wood Waste Remediation Pilot | |
| Solicitation No. - N° de l'invitation EZ113-201627/A | Date 2019-10-30 |
| Client Reference No. - N° de référence du client | |
| GETS Reference No. - N° de référence de SEAG PW-\$PWY-019-8689 | |
| File No. - N° de dossier PWY-9-42124 (019) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-22 | Time Zone Fuseau horaire Pacific Standard Time PST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Ngan, Ken (PWY) | Buyer Id - Id de l'acheteur pwy019 |
| Telephone No. - N° de téléphone (604) 671-0219 () | FAX No. - N° de FAX (604) 775-6633 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND - Esquimalt Harbour - Esquimalt, BC | |

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR PROPOSAL (RFP)

DND Wood Waste Remediation Pilot Project
Esquimalt Harbour, Esquimalt, BC

IMPORTANT NOTICE TO BIDDERS

TWO-ENVELOPE BID

This Proposal / Bid shall be submitted following a “two-envelope” procedure. Refer to SI07 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>

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult “Special Instruction to Bidders”, SI14, “Industrial Security Related Requirements” and “Supplementary Conditions” SC01 “Industrial Security Related Requirements, Document Safeguarding Location”.

PWGSC UPDATE ON ASBESTOS USE

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

BRITISH COLUMBIA PROVINCIAL SALES TAX ACT - REAL PROPERTY CONTRACTORS

Identified in SI15.

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GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI)

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GI01 INTEGRITY PROVISIONS - BID (2016-04-04)

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at *Ineligibility and Suspension Policy*. <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
2. Under the Policy, charges and convictions of certain offences against a Bidder, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Bidder is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at *Declaration form for procurement*. <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.htm>
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the *Ineligibility and Suspension Policy*; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

- b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.htm). <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.htm>
6. Canada will declare non-compliant any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI02 COMPLETION OF BID (2014-03-01)

1. The bid shall be
 - a. submitted on the Bid and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Bid and Acceptance Form that must be identical in content and format to the Bid and Acceptance Form provided through GETS;
 - b. based on the Bid Documents listed in the Special Instructions to Bidders;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Bidder; and
 - e. accompanied by
 - i. bid security as specified in GI05; and
 - ii. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the bid.

2. Subject to paragraph 6) of GI08, any alteration to the pre-printed or pre-typed sections of the Bid and Acceptance Form, or any condition or qualification placed upon the bid may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Bid and Acceptance Form by the Bidder shall be initialed by the person or persons signing the bid. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Bid Documents, facsimile copies of bids are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

GI03 IDENTITY OR LEGAL CAPACITY OF THE BIDDER (2015-02-25)

1. In order to confirm the authority of the person or persons signing the bid or to establish the legal capacity under which the Bidder proposes to enter into Contract, any Bidder who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of
 - a. such signing authority; and
 - b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this bid on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership. This also applies to Bidders submitting a bid as a joint venture.

GI04 APPLICABLE TAXES (2015-02-25)

1. "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 BID SECURITY REQUIREMENTS (2018-06-21)

1. The Bidder shall submit bid security with the bid in the form of a bid bond or a security deposit in an amount that is equal to not less than 10 percent of the bid amount. Applicable Taxes shall not be included when calculating the amount of any bid security that may be required. The maximum amount of bid security required with any bid is \$2,000,000.
2. A bid bond (form PWGSC-TPSGC 504) shall be in an approved form, properly completed, with original signatures and sealed by the approved bonding company whose bonds are acceptable to Canada either at the time of solicitation closing or as identified in Treasury Board Appendix L, Acceptable Bonding Companies.

3. A security deposit shall be an original, properly completed, signed where required and be either
 - a. a bill of exchange, bank draft or money order made payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
 - b. bonds of, or unconditionally guaranteed as to principal and interest by, the Government of Canada.
4. For the purposes of subparagraph 3. a. of GI05
 - a. a bill of exchange is an unconditional order in writing signed by the Bidder and addressed to an approved financial institution, requiring the said institution to pay, on demand, at a fixed or determinable future time a sum certain of money to, or to the order of, the Receiver General for Canada;
 - b. if a bill of exchange, bank draft or money order is certified by or drawn on an institution or corporation other than a chartered bank, it must be accompanied by proof that the said institution or corporation meets at least one of the criteria described in subparagraph 4.c. of GI05, either by letter or by a stamped certification on the bill of exchange, bank draft or money; and
 - c. An approved financial institution is
 - i. a corporation or institution that is a member of the Canadian Payments Association (Payments Canada) as defined in the Canadian Payments Act;
 - ii. a corporation that accepts deposits that are insured, to the maximum permitted by law, by the Canada Deposit Insurance Corporation or the "Autorité des marchés financiers";
 - iii. a corporation that accepts deposits from the public if repayment of the deposit is guaranteed by Her Majesty the Queen in right of a province;
 - iv. a corporation, association or federation incorporated or organized as a credit union or co-operative credit society that conforms to the requirements of a credit union which are more particularly described in paragraph 137(6) of the Income Tax Act; or
 - v. Canada Post Corporation.
5. Bonds referred to in subparagraph 3. b. of GI05 shall be provided on the basis of their market value current at the date of solicitation closing, and shall be
 - a. payable to bearer;
 - b. accompanied by a duly executed instrument of transfer of the bonds to the Receiver General for Canada in the form prescribed by the Domestic Bonds of Canada Regulations; or
 - c. registered as to principal or as to principal and interest in the name of the Receiver General for Canada pursuant to the Domestic Bonds of Canada Regulations.
6. As an alternative to a security deposit an irrevocable standby letter of credit is acceptable to Canada and the amount shall be determined in the same manner as a security deposit referred to above.

7. An irrevocable standby letter of credit referred to in paragraph 6) of GI05 shall
 - a. be an arrangement, however named or described, whereby a financial institution (the "Issuer") acting at the request and on the instructions of a customer (the "Applicant") or on its own behalf,
 - i. is to make a payment to, or to the order of, the Receiver General for Canada as the beneficiary;
 - ii. is to accept and pay bills of exchange drawn by the Receiver General for Canada;
 - iii. authorizes another financial institution to effect such payment or accept and pay such bills of exchange; or
 - iv. authorizes another financial institution to negotiate against written demand(s) for payment provided that the terms and conditions of the letter of credit are complied with;
 - b. state the face amount which may be drawn against it;
 - c. state its expiry date;
 - d. provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the Departmental Representative identified in the letter of credit by his/her office;
 - e. provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face value of the letter of credit;
 - f. provide that it is subject to the International Chamber of Commerce (ICC) *Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision*, ICC Publication No. 600, Pursuant to the ICCUCP, a credit is irrevocable even if there is no indication to that effect; and
 - g. be issued or confirmed, in either official language, by a financial institution which is a member of the Canadian Payments Association (Payments Canada) and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.
8. Bid security shall lapse or be returned as soon as practical following
 - a. the solicitation closing date, for those Bidders submitting non-compliant bids; and
 - b. the administrative bid review, for those Bidders submitting compliant bids ranked fourth to last on the schedule of bids; and
 - c. the award of contract, for those Bidders submitting the second and third ranked bids; and
 - d. the receipt of contract security, for the successful Bidder; or
 - e. the cancellation of the solicitation, for all Bidders.
9. Notwithstanding the provisions of paragraph 8 of GI05 and provided more than three compliant bids have been received, if one or more of the bids ranked third to first is withdrawn or rejected for whatever reason then Canada reserves the right to hold the security of the next highest ranked compliant bid in order to retain the bid security of at least three valid and compliant bids.

GI06 REGISTRY AND PRE-QUALIFICATION OF FLOATING PLANT (2017-09-21)

Dredges or other floating plant to be used in the performance of the Work must be on Canadian or European Union member state registry, having in the latter case been granted a temporary license under the Coasting Trade Act. For dredges or other floating plant that are not of Canadian or European Union member state make or manufacture, the Bidder must obtain a certificate of qualification from Industry Canada as described in the Floating Plant Appendix of the Bid and Acceptance Form, and this certificate must accompany the bid. Plant so qualified by Industry Canada may be accepted on this project.

GI07 LISTING OF SUBCONTRACTORS AND SUPPLIERS (2015-02-25)

Notwithstanding any list of Subcontractors that the Bidder may be required to submit as part of the bid, the Bidder shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its bid.

GI08 REJECTION OF BID (2014-09-25)

1. Canada may accept any bid, whether it is the lowest or not, or may reject any or all bids.
2. Without limiting the generality of paragraph 1., Canada may reject a bid if any of the following circumstances is present:
 - a. the Bidder's bidding privileges are suspended or are in the process of being suspended;
 - b. the bidding privileges of any employee or subcontractor included as part of the bid are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to bid on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Bidder is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its bid;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of its bid; or
 - ii. Canada determines that the Bidder's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
3. In assessing the Bidder's performance on other contracts pursuant to subparagraph 2. f. ii., Canada may consider, but not be limited to, such matters as:

- a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1. , 2. and 3., Canada may reject any bid based on an unfavourable assessment of the
- a. adequacy of the bid price to permit the work to be carried out and, in the case of a bid providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Bidder's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Bidder's performance on other contracts.
5. Where Canada intends to reject a bid pursuant to a provision of paragraphs 1. , 2. , 3. or 4., other than subparagraph 2. a., the contracting Authority will inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.
6. Canada may waive informalities and minor irregularities in bids received if Canada determines that the variation of the bid from the exact requirements set out in the Bid Documents can be corrected or waived without being prejudicial to other Bidders.

GI09 BID COSTS (2015-02-25)

- 1. No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

GI10 PROCUREMENT BUSINESS NUMBER (2019-05-30)

- 1. Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information system on Web site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier> . For non-Internet registration, Bidders may contact the nearest Supplier Registration Agent.

GI11 COMPLIANCE WITH APPLICABLE LAWS (2013-04-25)

- 1. By submission of a bid, the Bidder certifies that the Bidder has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the bid and entry into any ensuing contract for the performance of the work.

2. For the purpose of validating the certification in paragraph 1., a Bidder shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2. shall result in disqualification of the bid.

GI12 PERFORMANCE EVALUATION (2010-01-11)

1. Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.
2. The form *PWGSC-TPSGC 2913*, <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/2913-eng.html> SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

GI13 CONFLICT OF INTEREST—UNFAIR ADVANTAGE (2011-05-16)

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
 - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI14 CODE OF CONDUCT FOR PROCUREMENT—BID (2016-04-04)

1. The *Code of Conduct for Procurement* <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html> provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all

obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

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SI01 INTRODUCTION

1. Public Services and Procurement Canada (PSPC) intends to retain a Contractor to provide construction services for the project as set out in this Request for Proposal (RFP).
2. Bidders responding to this RFP are requested to submit a full and complete submission, refer to SI05. The submission may cover not only the qualifications, experience and organization of the Bidder, but also the detailed approach to the work and the pricing and terms offered.
3. This is a single phase "two envelope" selection process.
4. This RFP Document sets out the project requirement, i.e., the particulars of the project itself, and the broad scope of services required from the Contractor.
5. Based upon their analysis of the project requirement, and the capability/capacity of the firm, the Bidders formulate Bids for the service, including their price.
6. The Bidders should provide their technical proposal of the submission in Envelope One. The "Price Proposal" includes the proposed price and bid security which is submitted in a separate sealed envelope (Envelope Two).
7. The technical portion of proposal(s) received will be evaluated, without knowledge of the price, by the PWGSC Evaluation Board. Evaluation is based on a set of mandatory and pre-established criteria, components and weight factors.
8. Price envelopes are then opened for the proposals that have passed the Technical section. The responsive bid with the highest points combined will be recommended for award of the contract. Bidders who have not met the minimum Technical passing mark or who have been deemed non-compliant will have their price proposals returned to them unopened with no further evaluation of their proposal.

SI02 BID DOCUMENTS

1. The following are the Bid Documents:
 - a) Request for Proposal (RFP) ;
 - b) General Instructions - Construction Services - Bid Security Requirements (GI);
 - c) Special Instructions to Bidders (SI);
 - d) Contract Documents (CD);
 - e) Supplementary Conditions (SC);
 - f) Submission Requirements and Evaluation (SRE);
 - g) Bid and Acceptance Form (BA);
 - h) Specifications and Drawings;
 - i) All related Annexes and Appendices and any amendment issued prior to solicitation closing.
2. Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this RFP must be submitted in writing to the Contracting Authority identified in the Solicitation Documents at e-mail address ken.ngan@tpsgc-pwgsc.gc.ca as early as possible within the solicitation period. Enquiries should be received no later than five (5) working days prior to the date set for closing of the solicitation 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 will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this RFP 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 MANDATORY BIDDERS' CONFERENCE

1. There will be a mandatory bidders' conference on **Tuesday November 12, 2019 at 11am**. Interested bidders are to meet at Federal Building, located at 1230 Government Street, Victoria, BC V8W 3X4, Room 402. Alternatively, interested bidders may attend this mandatory Bidders' Conference by teleconference. Dial-in number is 1-877-413-4790 and Attendee Code is 4138744.
2. The representative of interested bidders will be required to sign the Attendance Sheet at the Bidders' Conference. Interested bidders who will be attending the Bidders' Conference by teleconference will be asked to provide the name of their company and name of contact. These information will be added to the Attendance Sign-in Sheet. **Bid submitted by Bidders who are not listed on the Attendance Sign-in Sheet will not be accepted, and will be returned unopened.**
3. Bidders are requested to communicate with the Contracting Authority, Ken Ngan at ken.ngan@pwgsc-tpsgc.gc.ca no later than 24 hours prior to the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending (maximum two people per bidder may attend).
4. Any clarifications or changes to the RFP resulting from the bidders' conference will be included as an amendment/addendum to the RFP.
5. There will be NO scheduled site visit.

SI05 SUBMISSION OF BID

1. The bid should be submitted following a "two-envelope" procedure of which is to include a technical and financial bid. Both envelopes should 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 should be addressed and submitted to the office designated on the Front Page of the Request for Proposal. The bid must be received on or before the date and time set for solicitation closing. The Bidder should ensure that the following information is clearly printed or typed on the face of the envelope:
 - a. Solicitation Number;
 - b. Name of Bidder;
 - c. Bidder's return address; and
 - d. Closing Date and Time.
3. The Technical Bid, and any associated document(s), should be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
 - a. Envelope 1 - Technical Bid;
 - b. Solicitation Number;
 - c. Name of Bidder.
4. The Bid and Acceptance Form (BA), Bid Security and associated document(s), the Financial Bid, should be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
 - a. Envelope 2 - Financial Bid;
 - b. Solicitation Number; and
 - c. Name of Bidder.
5. Timely and correct delivery of bids is the sole responsibility of the Bidder.
6. Unless otherwise specified in the Special Instructions to Bidders.
 - a. the bid will be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-compliant.

SI06 REVISION OF BID

A bid submitted may be amended by letter or facsimile provided the revision is received at the office designated for the receipt of the bids, on or before the date and time set for the receipt of bids. The facsimile number for receipt of revisions is (604)775-9381. The revision must be on the Bidder's letterhead or bear a signature that identifies the Bidder, and must clearly identify the change(s) to be applied to the original bid. The revision must also include the information identified in SI05 - Submission of Bid.

SI07 OVERVIEW OF OPENING OF BIDS / BID SELECTION AND EVALUATION PROCEDURES

The following is an overview of the opening of the bids and the selection and evaluation procedures.

1. There will be no Public opening.
2. Bid Opening, Selection and Evaluation Procedure;
 - a. Envelope 1 "Technical Bid" will be opened first and will be reviewed and/or evaluated against the mandatory requirements set out elsewhere in the RFP. Technical Bids meeting all the minimum requirements are further considered. Failure to meet any or all of the mandatory requirement(s) will render the bid non-compliant. Non-compliant bids will be given no further consideration and the Financial Bid envelope will be returned to the bidder unopened.
 - b. Envelope 2 - "Financial Bid" will be opened after the Technical Bid has been deemed compliant. The Financial Bid will be evaluated against the mandatory requirements set out elsewhere in the RFP, 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. The compliant bid carrying the highest total score as set out elsewhere in the RFP will be recommended for contract award.
3. PWGSC normally expects to advise in writing unsuccessful Bidders within one week after PWGSC has entered into a contractual arrangement with the successful Bidder.
4. Bid results may be obtained from the Contracting Authority named on the cover page of the RFP following completion of the bid evaluation.

SI08 INSUFFICIENT FUNDING

1. In the event that the most favourable 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 most favourable compliant bid.

SI09 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. above is not accepted in writing by all those who submitted bids then Canada will, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the solicitation.

4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI06 Rejection of Bid.

SI10 DEBRIEFINGS

1. After contract award, bidders may request a debriefing on their 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 JOINT VENTURE

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint Working enterprise, sometimes referred as a consortium, in order to submit together a bid. Bidders who submit a bid, as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract.
4. All of the members of the joint venture are jointly and severally responsible for the obligations entered into by the Bidder in accordance with the Contract Documents.

SI12 DEFINITION OF BIDDERS

1. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform the works. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors

SI13 RIGHTS OF CANADA

1. Canada reserves the right to:
 - a. Reject any or all bids received in response to the bid solicitation;
 - b. Enter into negotiations with bidders on any or all aspects of their bids;
 - c. Accept any bid in whole or in part without negotiations;
 - d. Cancel the bid solicitation at any time;

- e. Reissue the bid solicitation;
- f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
- g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

SI14 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Bidder's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" on the Standard Procurement Documents Web site Industrial Security Program <http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>

SI15 BRITISH COLUMBIA PROVINCIAL SALES TAX ACT – REAL PROPERTY CONTRACTORS

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

<http://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-501-real-property-contractors.pdf>

SI16 WEB SITES

1. The following is a list to some of the Web sites in the solicitation documents:
 - 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
- 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>

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. Request for Proposal all Annexes, Appendices and Amendments thereto;
 - d. Terms of Reference;
 - e. Basis of Payment;
 - f. General Conditions and clauses:

| | |
|--|----------------------|
| GC1 General Provisions - Construction Services | R2810D (2017-11-28); |
| GC2 Administration of the Contract - Construction Services | R2820D (2016-01-28); |
| GC3 Execution and Control of the Work | R2830D (2018-06-21); |
| GC4 Protective Measures | R2840D (2008-05-12); |
| GC5 Terms of Payment | R2850D (2016-01-28); |
| GC6 Delays and Changes in the Work | R2860D (2019-05-30); |
| GC7 Default, Suspension or Termination of Contract | R2870D (2018-06-28); |
| GC8 Dispute Resolution - 100K - 5M - Construction Services | R2880D (2016-01-28); |
| GC9 Contract Security | R2890D (2018-06-21); |
| GC10 Insurance | R2900D (2008-05-12); |
 - g. Supplementary Conditions (SC)
 - h. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - i. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and acceptance of the bid; and
 - j. Any amendment or variation of the contract documents that is made in accordance with the General Conditions; and
 - k. The Contractor's bid. (Technical Bid and Financial Bid)
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.

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Industrial Security Related Requirements
 - SC02 Insurance Terms
 - SC03 Replacement of Specific Individuals
-

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b) *Industrial Security Manual* (Latest Edition).

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 and the Basis of Payment. 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 REPLACEMENT OF SPECIFIC INDIVIDUALS

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the same level of qualifications and experience as the individual who is being replaced. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Departmental Representative may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with paragraph 2. The fact that the Departmental Representative does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

SUBMISSION REQUIREMENTS AND EVALUATION

- SRE 1 General Information
- SRE 2 Bid Requirements
- SRE 3 Technical Evaluation Component
- SRE 4 Price Evaluation
- SRE 5 Evaluation of Bids

SRE 1 GENERAL INFORMATION

1. Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in Special Instructions to Bidders (SI07).

1.2 Submission of Proposal

The Bidder is responsible for meeting all submission requirements. Please follow detailed instructions in the "Submission of Bid", Special Instructions to Bidders (SI05)

SRE 2 BID REQUIREMENTS

Bidders' responses will be assessed in accordance with the entire requirement of the bid solicitation including the Technical Component and Pricing Component. An evaluation board composed of representatives of Canada will evaluate the bids.

Each responsive bid will be evaluated against the criteria below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion, the points will range from zero up to the maximum number of points indicated.

Bidders' responses will be evaluated against the information requirements as described by these evaluation criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and proposed activities. Points will be awarded solely on the basis of information as explicitly written in the Bidder's' response.

SRE 3 TECHNICAL EVALUATION COMPONENT

1.0 MANDATORY CRITERIA

A response to the following sections is a mandatory bid requirement: Make-up of Bidder's Team (1.1) and Bidder's Team Experience (1.2).

Using the provided forms or using a reasonable copy of the provided forms on a separate page or pages, provide a response to each of the following mandatory requirements.

Failure by the Bidder to provide the required evidence shall result in the Bidder being considered non-responsive and no further consideration will be given to the Bidder.

1.1. Make-up of Bidder's Team

The Bidder shall be the Prime Contractor for this Contract. In Tables 1a and 1b below identify the parties that make up the Bidder's Team for the DND Wood Waste Remediation Pilot Project including all subcontractors and/or partners that will provide the primary services in completing the Contract.

At least one party MUST be identified for each of the primary services identified. Only one party may be identified as the Bidder-Prime Contractor.

ALL parties identified in Section 1.2 as meeting the experience/qualification requirements MUST be identified below as being part of the Bidder's Team.

If more than one party is identified for each Service or for each experience/qualification requirement, at least one of the identified parties is required to be the resource used; all additional parties identified must be available as alternates.

Table 1a Prime Contractor

| Bidder – Prime Contractor | Name of Party (If a joint venture or partnership, identify in brackets the key members/partners) |
|---------------------------|--|
| Bidder – Prime Contractor | |

Table 1b Primary Services

| Primary Service | Name of Parties (Bidder's Team) |
|---|---------------------------------|
| Precision Placement of Sandy Cover Material | |

1.2. Bidder's Team Experience

Identify the party that directly carried out the work, predominantly with its own forces, whether they were the prime contractor, a subcontractor or partner. ALL parties identified below MUST also be identified in Section 1.1 above – they must be part of the Bidder's Team for the DND Wood Waste Remediation Project. Note that multiple different projects can be listed to demonstrate experience for each item (if multiple projects are listed for a particular work item, submit on a separate copy of the page – only submit multiple projects if necessary).

- a) Identify in Table 2 projects demonstrating that the party that will carry out the precision placement of sandy cover material for the DND Wood Waste Remediation Project has completed a project (either as part of a single project or multiple projects) involving precision placement of a minimum total volume of 2,000m³ of sandy cover material within a tolerance of +/-15cm from the targeted placement thickness in a marine environment influenced by tides and currents within the last 5 years (between November 1st 2014 and October 31st, 2019). Only one party may be identified. The party must have directly carried out the work, predominantly with its own forces.

Table 2

| | |
|--|--|
| Name of party that directly carried out the precision placement of sandy cover material | |
| Start and end dates (month/day/year to month/day/year) for the material placement, within the last 5 years (between November 1 st 2014 and October 31 st , 2019) | |

| Project name/description (one or two lines) and location | Owner/client name | Owner/client contact (email address and/or phone number) | Volume of material placed (m ³) | Area of material placed (m ²) | Maximum Placement Tolerances | Method of Placement |
|--|-------------------|--|---|---|------------------------------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2.0 POINT RATED CRITERIA

- (a) The Part 1 Technical Evaluation Component of the bid will be evaluated by the PWGSC Evaluation Board according to the technical evaluation criteria listed in the solicitation documents. Bidders should note that in areas where Canada considers the Technical Evaluation Component of the bid to be excessive, no additional rating points will be awarded.
 - (b) The bid information will be rated from 0 to 10 for each technical criterion/element. The rating is then multiplied by the weight factors shown in the Technical Evaluation Criteria Table to produce a weighted rating.
 - (c) In order for the bid to be considered responsive, the bidder must obtain a minimum sixty percent (60%) of the total available cumulative weighted points (minimum 84 points) for the Technical Evaluation Rating.
 - (d) The Technical Evaluation Rating score will be pro-rated from the maximum of forty (40) points. While the maximum weighted technical evaluation total points is 140, the Technical Evaluation Rating score will be relative to Bidders' highest weighted technical evaluation total points.
- (1) The Bidders' total points will receive a Technical Evaluation Rating score as follows:

$$\frac{\text{Bidder's Technical Evaluation Rating Total Points} \times 40}{140}$$

Table 3. Technical Evaluation Points Rated Criteria

| Technical Evaluation Criterion | Weight Factor | Rating | Weighted Technical Points Rating |
|--|---------------|--------|----------------------------------|
| 1. Experience of Key Personnel | | | |
| Superintendent (on-site) | 2.0 | 10 | 0-20 |
| Project Manager | 1.0 | 10 | 0-10 |
| Equipment Operator | 1.0 | 10 | 0-10 |
| Third Party Marine Surveyor (Vessel Inspections) | 1.0 | 10 | 0-10 |
| Hydrographic Marine Surveyor (Bathymetric Surveys) | 1.0 | 10 | 0-10 |
| Qualified Professional (Environmental) | 1.0 | 10 | 0-10 |
| | | | |
| 2. Means and Methods of Project Work | | | |
| Project Management | 1.0 | 10 | 0-10 |
| Construction sequence for completion of the work to meet the schedule requirements | 2.0 | 10 | 0-20 |
| Preparation of Cover Material Type (mixing) | 1.0 | 10 | 0-10 |
| Precision Placement of sandy Cover Material | 2.0 | 10 | 0-20 |
| Environmental Protection | 1.0 | 10 | 0-10 |
| | | | |
| Total Points | | | 0-140 |

2.1. Requirement for Bid Format

- a) The following bid format information should be implemented when preparing the Technical Evaluation Component of the bid:

- (1) Maximum number of pages (including text and graphics) to be submitted for the Point Rated Requirements is: **fifteen 15 pages all inclusive. Up to 5 of the 15 pages can be figures and drawings and must include the following:**

- (a) Conceptual Gantt Chart including milestones, substantial completion and final completion dates as indicated in the specification

- (2) Submit one (1) original + one (1) CD of the bid

- (3) Minimum font size – 11 point; font types Times New Roman or equal

- (4) Minimum margins – 12 mm left, right, top, and bottom

- (5) Double-sided submissions are preferred

- (6) One (1) page – means one side of a 8.5inch x 11inch sheet of paper (i.e. an 11 inch x14 inch page counts as two (2) pages)

- (7) The order of the documents should follow the order presented in Section 2.2 and 2.3

- (8) The following are not part of the page limitation mentioned above;

- (a) Covering letter
- (b) Table of Contents
- (c) Front page of the Technical Evaluation Document
- (d) Any amendments to the Technical Evaluation Document issued prior to date set for receipt of bid
- (e) Transmittal Sheets
- (f) Cover and backing of the document
- (g) Blank tabs
- (h) Mandatory Criteria Responses for Section 1.1, 1.2, 1.3, 1.4
- (i) Key personnel resumes
- (j) Copies of permits, certificates, approvals, or other forms of authorization
- (k) RFP Appendices, Annexes, and Attachments

- b) Consequence of non-compliance: any pages which extend beyond the maximum limits indicated, will be extracted from the bid and will not be forwarded to the PWGSC Evaluation Board for evaluation.

2.2. Technical Evaluation Component Criteria #1: Experience of Key Personnel

- a) Describe the Bidder's Key Personnel's experience, accomplishments (including details of their roles and responsibilities), and significant achievements for relevant projects (e.g., work in marine environments influenced by tide and currents, precision placement of cover material (volume/area placed and methods used), blending methods for amended cover materials) for each of the following categories:
- (1) Superintendent – must have on-site experience with precision placement of sandy cover material in marine environments
 - (2) Project Manager
 - (3) Equipment Operator
 - (4) Third Party Marine Surveyor (Vessel Inspections)
 - (5) Hydrographic Marine Surveyor (Bathymetric Surveys)
 - (6) Qualified Professional (Environmental)
- b) For each of the above categories note the following:
- (1) Only one person may be submitted for each of the categories, though each category may have a different person. If more than one person is submitted for a particular category, only the first person identified will be evaluated. All personnel identified must be available and must be the resource used for duration of project work.
 - (2) Each category should briefly describe how the submitted projects are relevant to the proposed project (e.g. size, duration, cost, or other relevant details of the project).
 - (3) For each person a resume of a maximum of two (2) pages **MUST** be provided. Resume should include relevant experience to similar work associated with this Contract, including number or years of relevant experience. Point rated criteria will take into consideration years of relevant experience in the role proposed for the project.

2.3. Technical Evaluation Component Criteria #2: Means and Methods of Project Work

- a) In their description of means and methods for performing the work, bidders should explain and demonstrate their understanding of the requirements contained in the Specifications and solicitation documents and explain how they will meet these requirements. Bidders should refer to the submittals information requested in the Specifications to inform the type of information that will help the PWGSC Evaluation Board rate the Contractors understanding of the work under the Contract. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The description of means and methods should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the tender will be evaluated. Simply repeating the statement contained in the solicitation is not sufficient and will decrease the Bidders rating. In order to facilitate the evaluation of the tender, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same heading.
- b) Describe the Bidder's proposed sequence, means and methods during the "Project" to perform work in accordance with the Specifications for each of the following categories; representative information for each means and methods evaluation criteria are listed below:
- (1) **Project Management:** Describe Bidder's approach for scope management, schedule management, budget management (including monthly cash flow forecasting), change management, and health and safety.
 - (2) **Construction sequence for completion of the work to meet the schedule requirements:** Describe construction sequence for completion of the work to meet the schedule requirements. Provide both narrative description and conceptual Gantt chart identifying all critical work elements, interdependencies, concurrent work, work durations, milestone dates and substantial and final completion dates to meet the schedule requirements.
 - (3) **Preparation of Cover Type 3 (blending Material Type 1 and Material Type 2):** Describe types and number of equipment to be used, anticipated working hours per day and production rates, approach to maximize removal of sediment in areas where underlying bedrock is anticipated, positioning control (horizontal and vertical), and any other critical challenges.
-

- (4) **Precision Placement of Cover Material:** Describe types and number of equipment to be used, placement methods to achieve requirement thicknesses and tolerances, anticipated production rates, positioning control, and any other critical challenges.
- (5) **Environmental Protection:** Describe means and methods to comply with the Environmental Management Plan, including water quality controls (i.e., silt curtain), equipment decontamination, fuel spill prevention and response, and environmental controls. Describe means and methods to manage dredge effluent on barges at the Work Site to comply with the Environmental Management Plan, including storage, testing, and other requirements per the Specifications.

c) For each of the above categories note the following:

- (1) The proposed sequence, means and methods must be sufficiently complete to adequately describe the general project management processes that will be used on the proposed project.
- (2) The proposed sequence, means and methods will become part of the Contract. The Bidder will be required to perform the work using the proposed sequence, methods and means. This is subject to the constraint described below.
- (3) The proposed means and methods cannot contradict the Contract. Submission of proposed means and methods that contradicts the Contract will be deemed as a non-responsive bid and will not be evaluated further.

3.0 PWGSC Evaluation Board and Generic Evaluation Table

3.1. The PWGSC Evaluation Board will evaluate the strengths and weaknesses of the Bidder's response to the Technical Evaluation Component criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation Table 7. The final score will be a single score agreed to by the entire Board.

Table 4. Technical Evaluation Component Generic Evaluation Criteria

| Non Responsive | Inadequate | Weak | Adequate | Fully Satisfactory | Strong |
|---|--|--|--|---|---|
| 0 Point | 2 Points | 4 Points | 6 Points | 8 Points | 10 Points |
| Did not submit information which could be evaluated | Lacks complete or almost complete understanding of the requirements. | Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. | Demonstrates a good understanding of the requirements. | Demonstrates a very good understanding of the requirements. | Demonstrates an excellent understanding of the requirements. |
| | Weaknesses cannot be corrected | Generally doubtful that weaknesses can be corrected | Weaknesses can be corrected | No significant weaknesses | No apparent weaknesses |
| | Proponent do not possess qualifications and experience | Proponent lacks qualifications and experience | Proponent has an acceptable level of qualifications and experience | Proponent is qualified and experienced | Proponent is highly qualified and experienced |
| | Team proposed is not likely able to meet requirements | Team does not cover all components or overall experience is weak | Team covers most components and will likely meet requirements | Team covers all components - some members have worked successfully together | Strong team - has worked successfully together on comparable projects |
| | Sample projects not related to this requirement | Sample projects generally not related to this requirement | Sample projects generally related to this requirement | Sample projects directly related to this requirement | Leads in sample projects directly related to this requirement |
| | Extremely poor, insufficient to meet performance requirements | Little capability to meet performance requirements | Acceptable capability, should ensure adequate results | Satisfactory capability, should ensure effective results | Superior capability, should ensure very effective results |

SRE 4 PRICE EVALUATION

- (a) The envelope containing the price (Price Bid Form) will be opened upon completion of the technical evaluation detailed above
- (b) The Part 2 – Price Bid Component envelopes, corresponding to responsive bids which have achieved the minimum pass mark of **eighty four (84) points** and met the Mandatory Criteria from the Technical Evaluation Component are opened upon completion of the technical evaluation. When there are three or more responsive bids, an average price is determined by adding all the price bids together and dividing the total by the number of price bids being opened. This calculation will not be conducted when one or two responsive bids are received.
- (c) When three or more responsive bids are received, all price bids which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.
- (d) The remaining price bids are rated as follows:
 - (1) The lowest priced bid receives a Price Rating Possible Range of 100 (Maximum Score 60)
 - (2) The subsequent prices will receive a Price Rating Score as follows:
$$\frac{\text{Lowest Price} \times 60}{\text{Bid Price}}$$

SRE 5 EVALUATION OF BIDS

1.0 Total Bid Score Evaluation

- (a) Total Scores will be established in accordance with the following:

Table 5. Total Bid Score Evaluation

| | Rating Possible Range | % of Total Score | Score (Points) |
|------------------------------------|-----------------------|------------------|----------------|
| Technical Evaluation Rating | 0-140 | 40 | 0-40 |
| Price Rating | 0-100 | 60 | 0-60 |
| Combined Total Score | | 100 | 0-100 |

- (b) **The top ranked bid is the bid with the highest Total Score** (Technical Evaluation Rating Score plus Price Rating Score). In the case where the Total Score is a tie, the Proponent submitting the lowest responsive bid price for the services will be selected.
- (c) Canada will evaluate the Bidders' responses received and such evaluation will be based on the following factors:
 - (1) compliance with the terms and conditions of this solicitation;
 - (2) the cost representing best value for a technically compliant bid to Canada for the work, having regard to qualifications, exceptions or alterations to the technical requirements;
 - (3) assessment of all technical documentation and information for technical compliance;
 - (4) delivery date compliance with the specified schedule;
- (d) Canada reserves the right to reject any bid which does not comply with this solicitation. Any deviation is to be clearly identified and supported with full details.
- (e) Any Bidder may be required to demonstrate to Canada's satisfaction that it is capable of successfully completing the work in accordance with the Specifications and this solicitation.
- (f) Should the Bidder provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as provided in the *Access to Information Act*.

1.1 Basis of Selection – Highest Combined Rating of Technical Evaluation Rating Score and Price Rating Score

- (a) To be declared responsive, a bid must:
 - (1) comply with all the requirements of the bid solicitation;
-

- (2) meet all mandatory technical criteria;
- (3) obtain the required minimum pass score of sixty (60%) percent cumulatively for the Technical Evaluation Criteria (Table 8);

The rating is performed on a scale of 100 Points.

- (b) Bids not meeting 1.1 (a) (1) or (2) or (3) above will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined Technical Evaluation Rating Score and Price Rating Score. The ratio will be 40% for the technical evaluation rating and 60% for the price rating.

The table below illustrates an example where five bids are received and the selection of the contractor is determined by a 40/60 ratio of Technical Evaluation Rating Score and Price Rating Score, respectively.

Table 6. Basis of Selection – Highest Combined Total Score: Technical Evaluation Rating Score (40%) and Price Rating Score (60%)

| | Bidder | | | | |
|--|-----------------------------|--|--------------------------|---|-----------------------------|
| | Bidder 1 | Bidder 2 | Bidder 3 | Bidder 4 | Bidder 5 |
| Mandatory Criteria | Yes | Yes | Yes | No | Yes |
| Technical Evaluation Rating | 120/140 | 80/140 | 105/140 | Did not meet Mandatory Criteria, Technical Not Scored | 130/140 |
| Evaluated Bid Price | \$120 | Not Technically Compliant – Bid Price Not Opened | \$100 | Bid Price Not Opened | \$110 |
| Calculations | | | | | |
| Technical Evaluation Rating Score | $120/140 \times 40 = 34.29$ | -- | $105/140 \times 40 = 30$ | -- | $130/140 \times 40 = 37.14$ |
| Price Rating Score | $100/120 \times 60 = 49.99$ | | $100/100 \times 60 = 60$ | | $100/110 \times 60 = 54.54$ |
| Combined Total Score | $34.29 + 49.99 = 84.29$ | | $30 + 60 = 90$ | | $37.14 + 54.54 = 91.69$ |
| Overall Rating | 3 rd | | 2 nd | | 1 st |

BID AND ACCEPTANCE FORM (BA) (3 pages)

BA01 IDENTIFICATION: DND Wood Waste Remediation Pilot Project – Esquimalt Harbour, Esquimalt, BC

BA02 BUSINESS NAME AND ADDRESS OF BIDDER:

Legal Name: _____

Operating Name (if any): _____

Address: _____

Telephone: _____ Fax: _____

Procurement Business Number: _____

E-Mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____

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 will not be withdrawn for a period of 30 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 full scope of work is to be completed by February 15, 2020.

BA07 BID SECURITY

The Bidder must enclose bid security with its BID in accordance with GI05 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 (2 PAGES)

- 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.

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.

| BASE WORK (A) | | | | | | |
|---|---------------|------------------------------------|---------------------|-------------------------|--|--|
| Item No. | Spec. Section | Class of Labour, Plant or Material | Unit of Measurement | Estimated Quantity (EQ) | Price per Unit applicable taxes extra (PU) | Extended amount (EQ x PU) applicable taxes extra |
| 1. | 01 50 00 | Mobilization | Lump Sum (L.S) | 1 | | |
| 2. | 01 50 00 | Demobilization | L.S. | 1 | | |
| 3. | 02 21 13 | Surveys | L.S. | 1 | | |
| 4. | 35 37 10 | Practice Placement | L.S. | 1 | | |
| 5. | 35 37 10 | Test Area 1 | L.S. | 1 | | |
| 6. | 35 37 10 | Test Area 2 | L.S. | 1 | | |
| 7. | 35 37 10 | Test Area 3 | L.S. | 1 | | |
| 8. | 35 37 10 | Test Area 4 | L.S. | 1 | | |
| 9. | 35 37 10 | Test Area 7 | L.S. | 1 | | |
| 10. | 35 37 10 | Test Area 8 | L.S. | 1 | | |
| BASE WORK (A): TOTAL EXTENDED AMOUNT Excluding GST | | | | | | |

OPTIONAL WORK:

Pricing described in OPTIONAL WORK (B) must be provided by the Bidder.

The following work (Item 11) shall be considered an optional additional to this tender package. Any bid without the inclusion of the following lines will be considered non-compliant and therefore disqualified.

The Contractor grants to Canada the irrevocable option to acquire the goods, services, or both described below as Optional Work and as described in Specifications and Drawings of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option before the expiry of the contract by sending a written notice to the Contractor.

| OPTIONAL WORK (B) | | | | | | |
|-------------------|---------------|--|---------------------|-------------------------|--|--|
| Item No. | Spec. Section | Class of Labour, Plant or Material | Unit of Measurement | Estimated Quantity (EQ) | Price per Unit applicable taxes extra (PU) | Extended amount (EQ x PU) applicable taxes extra |
| 11. | 35 37 10 | Optional Test Area 5 | L.S. | 1 | | |
| | | OPTIONAL WORK (B): TOTAL EXTENDED AMOUNT Excluding GST | | | | |

TOTAL EVALUATED BID PRICE

| | |
|---|--|
| A. Total Extended Amount – Base Work | |
| B. Total Extended Amount – Optional Work | |
| Total Bid Amount Excluding GST | |

APPENDIX 2
INTEGRITY PROVISIONS - LIST OF NAMES

In accordance **GI01 INTEGRITY PROVISIONS - BID** provide a complete list of each individual who are currently Directors and or Owner of the Bidder.

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently Directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the Owner(s).

| Board of Directors / Owner (Use format - first name last name) | | |
|--|-----------|--------------------------|
| First Name | Last Name | Position (if applicable) |
| | | |
| | | |
| | | |
| | | |
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APPENDIX 3 - LISTING OF SUBCONTRACTORS AND SUPPLIERS

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

| | Subcontractor and Suppliers | Division |
|---|-----------------------------|-----------------------------|
| 1 | | 35 37 10 Material Placement |

APPENDIX 4 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

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

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

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

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

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

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

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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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ANNEX A
CERTIFICATE OF INSURANCE
(not required at id submission)



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Page 1 of 2

| | | | |
|--|---|--------------------------------------|-----------------------------|
| Description and Location of Work DND Wood Waste Remediation Pilot Project – Esquimalt Harbour, Esquimalt, BC | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">Contract No. EZ113-201627/001/PWY</td></tr><tr><td style="padding: 2px 5px;">Project No. R.104793.001</td></tr></table> | Contract No. EZ113-201627/001/PWY | Project No. R.104793.001 |
| Contract No. EZ113-201627/001/PWY | | | |
| Project No. R.104793.001 | | | |

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

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

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 style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Signature</div> | <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div>Telephone number</div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div>Date D / M / Y</div> |
|---|---|

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

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

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

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

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

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 and 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>).

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than **\$1,000,000** per incident or occurrence and in the aggregate.

Marine Liability

The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.

The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the *Marine Liability Act*, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.

The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

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ANNEX B
SECURITY REQUIREMENT CHECK LIST (SRCL)
(Attached Separately)

Annex B

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EZ113-201627

R.104793.001

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

| | | | |
|---|--|--|--|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | | 2. Branch or Directorate / Direction générale ou Direction | |
| DND | | CFB Esquimalt/Formation Safety and Environment (FSE) | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| N/A | | N/A | |
| 4. Brief Description of Work / Brève description du travail Wood Waste Remediation and Pilot Project in Esquimalt Harbour. | | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | | |
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> | |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | |
| No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> | |
| Not releasable À ne pas diffuser <input type="checkbox"/> | | | |
| Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | |
| Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: | |
| 7. c) Level of information / Niveau d'information | | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> | |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B PROTÉGÉ B <input type="checkbox"/> | |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C PROTÉGÉ C <input type="checkbox"/> | |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET NATO SECRET <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | |
| SECRET SECRET <input type="checkbox"/> | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> | |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | | TOP SECRET TRÈS SECRET <input type="checkbox"/> | |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Reliability Status required for UNESCORTED ACCESS TO OPERATIONS ZONE

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

On DND premises, unscreened pers. may
only access public/reception zones

☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Michael Bodman

Title - Titre

Esquimalt Harbour Remediation Officer

Signature

Michael Bodman

Telephone No. - N° de téléphone
250-363-4824

Facsimile No. - N° de télécopieur
250-363-7504

E-mail address - Adresse courriel
michael.bodman@forces.gc.ca

Date

4 Oct 2019

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Sasa Medjovic, DDSO - Industrial Security

Senior Security Analyst

Tel: 613-996-0286

Signature

Sasa Medjovic

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Date

2019-Oct-08

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Ken Ngeu

Title - Titre

Supply Specialist

Signature

Ken Ngeu

Telephone No. - N° de téléphone
604-671-0219

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
ken.ngau@pwgsc.gc.ca

Date

2019-10-15

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Vikenti Gorokhovski
Contract Security Officer, Contract Security Division
vikenti.gorokhovski@tpsgc-pwgsc.gc.ca

Title - Titre

Signature

Gorokhovski, Vikenti

Digitally signed
by Gorokhovski,
Vikenti

Telephone - Tél 613-957-9337

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Date: 2019.10.11
10:36:52 -04'00'