



**RETURN BIDS TO:
RETOURNER LES SUBMISSION À :**

Parks Canada Agency Bid Receiving Unit
National Contracting Services
220 - 4 Avenue S.E., suite 720
Calgary, AB T2G 4X3

**INVITATION TO TENDER
APPEL D'OFFRES**

Tender To: Parks Canada Agency

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

Soumission aux: l'Agence Parcs 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 at aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

Issuing Office - Bureau de distribution

**Parks Canada Agency
220 – 4 Avenue S.E. Suite 720
Calgary, AB T2G 4X3**

Title-Sujet Work Horse Barn Rehabilitation – Bar U Ranch National Historic Site		
Solicitation No. - No. de l'invitation 5P420-19-0314/A	Date: December 19, 2019	
GETS Reference No. – No de reference de SEAG PW-19-00900457	Client Ref. No. – No. de réf du client. 766	
Solicitation Closes:		
at – à 2:00 PM	on – le January 21, 2020	Time Zone - Fuseau horaire MST - HNR
F.O.B. - F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/>	Other-Autre: <input type="checkbox"/>
Address Inquiries to: - Adresser toute demande de renseignements à :		
Jen Maheu jennifer.maheu@canada.ca		
Telephone No. - No de téléphone	Fax No. – No de FAX:	
(587) 432-8458	(866) 246-6893	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction:		
See Herein – Voir ici		

**TO BE COMPLETED BY THE BIDDER (type or print)
À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou écrire
en caractères d'imprimerie)**

Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur	
Address - Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Titale - Titre	
Telephone No. - N° de téléphone: _____	
Facsimile No. - N° de télécopieur: _____	
Signature	Date

INVITATION TO TENDER

IMPORTANT NOTICE TO BIDDERS

TWO-ENVELOPE BID

This Bid shall be submitted following a “two-envelope” procedure. Refer to SI04 of the special Instruction to Bidders.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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

The following GI's are included by reference and are available at the following Web Site

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

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SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 BID DOCUMENTS

1. The following are the Bid Documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Bidders;
 - c. General Instructions - Construction Services - Bid Security Requirements R2710T (2019-05-30)
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

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

2. General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment, for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 at e-mail address jennifer.maheu@canada.ca. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PCA will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the bid being declared non-compliant.

SI03 OPTIONAL SITE VISIT

There will be an optional site visit on January 10, 2020 at 1:00 PM MST. Interested bidders are to meet at Visitor Centre parking lot at the Bar U Ranch National Historic Site.

Bidders are requested to communicate with the Contracting Authority before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

SI04 SUBMISSION OF BID

Section GI09 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-envelope" procedure both envelopes shall be enclosed and sealed together in a third envelope, the bid envelope. All envelopes are to be provided by the Bidder.

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

SI05 REVISION OF BID

A bid may be revised by letter or facsimile in accordance with G110 of R2710T. The facsimile number for receipt of revisions is (866) 246-6893

SI06 OPENING OF BIDS / EVALUATION

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

SI07 COMPLETION OF SUBMISSION

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

SI08 INSUFFICIENT FUNDING

- 1) In the event that the lowest compliant bid exceeds the amount of funding Canada has allocated for the

construction phase of the work

- (a) by 15% or less, Canada, at its sole discretion, shall either
 - (i) Cancel the solicitation; or
 - (ii) Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
 - (iii) Revise the scope of the work accordingly and negotiate, with the Bidder submitting the lowest compliant bid, a corresponding reduction in its bid price.
 - (b) by more than 15%, Canada, at its sole discretion, shall either
 - (i) Cancel the solicitation; or
 - (ii) Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
 - (iii) Revise the scope of the work accordingly and invite those who submitted compliant bids at the original solicitation to re-bid the work.
- 2) If negotiations or a re-bid are undertaken as is contemplated in subparagraphs 1)(a)(iii) or 1)(b)(iii) above, Bidders shall retain the same subcontractors and suppliers as they carried in their original bids.
- 3) If Canada elects to negotiate a reduction in the bid price as is contemplated in subparagraph 1)(a)(iii) herein and the negotiations fail to reach an agreement, Canada shall then exercise either of the options referred to subparagraphs 1)(a)(i) or 1)(a)(ii)

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 shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1.above is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1.above is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T

SI10 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided with one electronic or paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Obtaining more copies will be the responsibility of the Contractor including costs.

SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

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

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

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

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 PWGSC-TPSGC 506)

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

Standard Acquisition Clauses and Conditions (SACC) Manual

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

PWGSC, 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. Drawings and Specifications;
- d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-11-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2019-11-28);
GC6	Delays and Changes in the Work	R2865D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2019-11-28);
GC9	Contract Security	R2890D	(2018-06-21);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
- e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

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

SUPPLEMENTARY CONDITIONS (SC)

SC01 INSURANCE TERMS

1) Insurance Contracts

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

2) Period of Insurance

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

3) Proof of Insurance

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

4) Insurance Proceeds

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

5) Deductible

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

BID AND ACCEPTANCE FORM (BA) (ENVELOPE 2)

BA01 IDENTIFICATION

Work Horse Barn Rehabilitation – Bar U Ranch National Historic Site

Bar U National Historic Site requires construction and restoration work on an historic barn. The work will consist of lifting/moving the barn, foundation work, structural reinforcement, log replacement, increasing the height of structure and other repairs.

See specifications and drawings for further details on the requirement of this project.

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **TOTAL BID AMOUNT INDICATED IN APPENDIX 1**.

BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of thirty (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 Contractor must perform and complete the Work by September 30, 2020.

BA07 BID SECURITY

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

BA08 SIGNATURE

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

Signature

Date

APPENDIX 1 - COMBINED PRICE FORM (ENVELOPE 2)

- 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.

Note: Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications. Pricing for work not accounted for in the Unit Price Table including but not limited to Mobilization, De-Mobilization, etc. is to be included in the Lump Sum Table.

LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

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

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Extended amount (EQ x PU) applicable tax(s) extra
1		Mobilization/Demobilization	LS	1	\$
2	02 41 13 & 02 42 13.01	Selective Site Demolition & Deconstruction including Waste management	LS	1	\$
3	02 03 44	Historic Structure Lifting & Moving	LS	1	\$
4	31 61 13 & 31 62 16.11	Piling	LS	1	\$
5		Other requirements otherwise not Identified in the table below	LS	1	\$
LUMP SUM AMOUNT (LSA) Excluding applicable tax(s)					\$

UNIT PRICE TABLE

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

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

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(s) extra (PU)	Extended amount (EQ x PU) applicable tax(s) extra
DIVISION 4 - MASONRY						
1	04 03 07	Stone Unit Replacement (Foundation)	Unit	25	\$	\$
2	04 03 07	Stone Cutting To Suit New Height Requirements (Foundation)	Unit	20	\$	\$
3	04 03 07	Stone Pinning 1 unit 5	Unit	5	\$	\$
DIVISION 6 - WOOD, PLASTICS, & COMPOSITES						
4	06 03 13	Full Log Replacement - Bottom Logs Adjacent To Door (North Elevation)	Unit	2	\$	\$
5	06 03 13	Full Log Replacement - Adjacent To Door (North Elevation- above bottom log)	Unit	10	\$	\$

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(s) extra (PU)	Extended amount (EQ x PU) applicable tax(s) extra
6	06 03 13	Full Log Replacement - Bottom Logs Adjacent To Door (South Elevation)	Unit	2	\$	\$
7	06 03 13	Full Log Replacement - Full Length Above Door - Corner to Corner (North Elevation)	Unit	6	\$	\$
8	06 03 13	Full Log Replacement - Bottom Logs - from corner to vertical post (East And West Elevations)	Unit	4	\$	\$
9	06 03 13	Full Log Replacement - Above Bottom Logs - from corner to vertical post (East And West Elevations)	Unit	2	\$	\$
10	06 03 13	Log Refacing - Exterior	linear m	40	\$	\$
11	06 03 13	Splice Detail With Dovetail, Up To 3 m Length	Unit	5	\$	\$
12	06 03 13	Dovetail End Splice	Unit	8	\$	\$
13	06 03 13	Log Splice Detail At Wall Or Post, Up To 3 m Length	Unit	4	\$	\$
14	06 03 13	Structural Screw Installation At Large Checks - Type 5	Unit	50	\$	\$
15	06 20 00	West Addition Floor Board Replacement - Tongue And Groove	m2	21	\$	\$
16	06 20 00	West Addition Floor Board Replacement - Bottom Layer	m2	21	\$	\$
17	06 20 00	Stall Floor Board Replacement - Top Layer	Unit	11	\$	\$
18	06 20 00	Stall Floor Board Replacement - Bottom Layer	Unit	11	\$	\$
19	06 20 00	Wood Stall Wall Board Replacement	Unit	6	\$	\$
DIVISION 7 - THERMAL & MOISTURE PROTECTION						
20	07 03 46.23	West Addition Siding Replacement	linear m	40	\$	\$
21	07 03 46.23	North Wall Vertical Siding Replacement	linear m	8	\$	\$
DIVISION 31 & 32 - EARTHWORK & EXTERIOR IMPROVEMENTS						
22	31 23 33	Trench Excavations	m3	32	\$	\$
23	31 23 33	Excavation for Structures	m3	20	\$	\$
24	31 23 33	Backfilling	m3	15	\$	\$
25	32 91 19.13	Placing & spreading of topsoil	m3	24	\$	\$
26	32 92 19.19	Hand Seeding	m2	160	\$	\$
TOTAL EXTENDED AMOUNT (TEA) Excluding applicable tax(s)						

TOTAL BID AMOUNT (LSA +TEA) Excluding applicable tax(s)

APPENDIX 2 - INTEGRITY PROVISIONS

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

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

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

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

APPENDIX 3 – QUALIFICATION FORM (ENVELOPE 1)

BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the bidder in ensuring a complete submission. The bidder is responsible for meeting all submission requirements.

Please follow detailed instructions in R2710T General Instructions – Construction Services, GI09 Submission of Bid, as amended in SI04 Submission of Bid.

All forms, certification and resume requests in Appendix 3 should be completed and submitted with the bid. If any of these required documents are not completed and submitted with the bid, the Contracting Authority will inform the bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

Please be advised that PCA reserves the right to contact the person named for project reference to verify the information contained herein.

ENVELOPE 1

Bidders must complete the forms included herein that includes all the information contained therein. These forms or a copy identical in Content and Format and professional resumes must be included as part of the bid submission in "Envelope One - QUALIFICATIONS."

- Form No. 1 Contractor Experience – Historical Structures
- Form No. 2 Personnel/Company Experience – Log & Timber Work
- Form No. 3 Personnel/Company Experience – Bracing/Lifting/Moving Structures – Historic Buildings
- Form No. 4 Achievements of Site Superintendent
- Form No. 5 Achievements of Project Manager

Professional resumes of the below are included in Envelope 1 - Qualifications

- Site Superintendent (1)
- Project Manager (1)
- Structural Engineer (1)
- Archaeologist (1)
- Foreman - Log & Timber Work (1)
- Foreman - Bracing/Lifting/Moving Structures (1)
- Other Key Team Members – Please provide resumes for any other key team members you feel are relevant.

ENVELOPE 2

In a separate envelope:

The Bid and Acceptance Form (BA), Combined Price Form, and Bid Security completed and submitted in a separate envelope 2

APPENDIX 3 – QUALIFICATION FORM

1. **Achievements of Bidder on Projects – Historical Structures**

Select two (2) projects that demonstrate similar work experience. These projects must include experience applying the Standards and Guidelines for the Conservation of Historic Places.

FORM No. 1
General Contractor's Experience – In stream work

	Project 1	Project 2
Title of Project		
Location		
Description of Work		
Start and Completion Date		
Final Value of All Work		
Contact Name of Project Client		
Client Telephone and E-mail Address		

In addition to the table above, additional supporting documentation can be provided.

This is to certify that we acted as the contractor who completed the projects referenced above.

Bidder's Signature

Print Name

2. Achievements of Bidder on Projects – Log & Timber Work

Select one (1) similar project that was completed successfully where this Foreman was responsible for completion of the work. Describe Foreman’s years of experience with this work, as well as any applicable certifications, and trainings related to this type of work.

Form No. 2

Personnel/Company Experience – Log & Timber Work – Historic Buildings

Log & Timber Work	
Bidder or Subcontractor Company Name	
Name of Foreman	
Describe Foreman’s years of experience with this work, as well as any applicable certifications, and trainings related to this type of work.	
Sample Project	
Describe a similar project that was completed successfully where this Foreman was responsible for completion of the work.	
Final Completion Date	
Final Value of All Work	
Contact Name of Project Client	
Client Telephone and E- mail Address	

Additional documentation may be included as required to show competency and experience of this company and their personnel.

3. Achievements of Bidder on Projects - Bracing/Lifting/Moving Structures – Historic Buildings

Select one (1) similar project that was completed successfully where this Foreman was responsible for completion of the work. Describe Foreman’s years of experience with this work, as well as any applicable certifications, and trainings related to this type of work.

Form No. 3

Personnel/Company Experience – Bracing/Lifting/Moving Structures – Historic Buildings

	Bracing/Lifting/Moving Structures
Bidder or Subcontractor Company Name	
Name of Foreman	
Describe Foreman’s years of experience with this work, as well as any applicable certifications, and trainings related to this type of work.	
	Sample Project
Describe a similar project that was completed successfully where this Foreman was responsible for completion of the work.	
Final Completion Date	
Final Value of All Work	
Contact Name of Project Client	
Client Telephone and E-mail Address	

Additional documentation may be included as required to show competency and experience of this company and their personnel.

4. Achievements of Site Superintendent

Select two (2) projects of similar complexity and have heritage building experience with conservation of heritage wood structures, including log construction.

FORM No. 4
Site Superintendent's Experience – Heritage building experience

	Project 1	Project 2
Title of Project		
Location		
Description of Work		
Start and Completion Date		
Final Value of All Work		
Contact Name of Project Client		
Client Telephone and E-mail Address		

In addition to the table above, additional supporting documentation can be provided.

This is to certify that we acted as the contractor who completed the projects referenced above.

Bidder's Signature

Print Name

5. Achievements of Project Manager

Select two (2) projects of similar complexity and have heritage building experience with conservation of heritage wood structures, including log construction.

FORM No. 5
Project Manager's Experience – Heritage building experience

	Project 1	Project 2
Title of Project		
Location		
Description of Work		
Start and Completion Date		
Final Value of All Work		
Contact Name of Project Client		
Client Telephone and E-mail Address		

In addition to the table above, additional supporting documentation can be provided.

This is to certify that we acted as the contractor who completed the projects referenced above.

Bidder's Signature

Print Name

6. General Contractor Personnel Experience – Provide Resumes

If any one person or company will fulfill multiple roles (eg. Site Superintendent is also the Conservation Carpenter), please indicate that on their resume. Duplicate resumes would not be required.

1. **Site Superintendent** - Provide resume of Site Superintendent for this project
2. **Project Manager** - Provide resume of Project Manager for this project

7. Key Team Members – Provide Resumes

If any one person or company will fulfill multiple roles (eg. Site Superintendent is also the Conservation Carpenter), please indicate that on their resume. Duplicate resumes would not be required.

1. **Structural Engineer** – Provide resume of Structural Engineer for this project who will be responsible for Design especially related to bracing, lifting, and moving processes. Resume should include experience, certifications, relevant trainings, and example projects.
2. **Archaeologist** - Provide resume of Archaeologist for this project who will be responsible for reviewing all work which may have an archaeological impact including monitoring of all soil disturbance and excavation. Resume should include experience, certifications, relevant trainings, and example projects.
3. **Foreman - Log & Timber Work** - Please include a resume of foreman responsible for this work.
4. **Foreman - Bracing/Lifting/Moving Structures** – please include a resume of foreman responsible for this work.
5. **Other Key Team Members** – Please provide resumes for any other key team members you feel are relevant.

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

CERTIFICATE OF INSURANCE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured

Her Majesty the Queen in right of Canada, referred to in the contract as "Her Majesty," represented by the Minister of the Environment for the purposes of the Parks Canada Agency, referred to in the contract as the "Minister"

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$

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

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

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of the Environment for the purposes of the Parks Canada Agency.

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

ANNEX B - ATTESTATION FORM

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature _____

Date _____