



**RETURN BIDS to:
RETOURNER LES SOUMISSIONS à :**

Name: Marin McLeod
Email Address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

Bid documents and bid security received by fax will not be accepted.

**INVITATION TO TENDER
APPEL D'OFFRES**

Proposal to: Fisheries and Oceans 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 à : Pêches et Océans 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 appendices ci-jointes, les biens, les services, et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title / Titre Restoration of Building F at Prescott Base	
Solicitation No. / N° de l'invitation F5211-200510	Date December 8, 2020
Client Reference No. / No. de référence du client(e) F2301-200147	
Solicitation Closes / L'invitation prend fin At / à : 14 :00 AST (Atlantic Standard Time) / HNA (Heure Normale de l'Atlantique) On / le : December 24, 2020	
F.O.B. / F.A.B. Destination	
Address Inquiries to : / Adresser toute demande de renseignements à : Marin McLeod – A/Contracting Specialist Telephone No. – No. De téléphone : (506) 461-3743 Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca	
Destination of Goods, Services, and Construction / Destination des biens, services, et construction 401 King Street West, Prescott, Ontario, K0E 1T0	

TO BE COMPLETED BY THE BIDDER (type of print)

A ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou écrire en caractères d'imprimerie)

Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur	
Telephone No. / No. de téléphone	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



INVITATION TO TENDER

Construction Services for Building F Restoration at Canadian Coast Guard Prescott Base

IMPORTANT NOTICES TO BIDDERS

Please be advised that due to COVID-19, the Fisheries and Oceans Canada (DFO) will only be accepting Bid Bonds in Digital Bid Bond Format.

These Digital Bid Bonds will need to be in an electronically verifiable/enforceable format. It is important to note that a scanned and uploaded copy of a paper Bid Bond is not a Digital Bid Bond.

All bid bonds must be irrevocable and open for bid acceptance for the time period outlined in the Bid Document.

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

PWGSC UPDATE ON ASBESTOS USE

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

LISTING OF SUBCONTRACTORS

Take note that [R2710T](#), GI07 "Listing of Subcontractors and Suppliers" has been amended. See SI13 of the Special Instructions

BID SUBMITTAL

The maximum email file size that DFO is capable of receiving is 10 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size. Emails with links to bid documents will not be accepted.

ADDITION OF PERFORMANCE EVALUATION

Take note of the Mandatory Criteria provide at Annex "B".



TABLE OF CONTENTS

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01	Introduction
SI02	Bid Documents
SI03	Enquiries during the Solicitation Period
SI04	Optional Site Visit
SI05	Revision of Bid
SI06	Opening of Bids
SI07	Bid Results
SI08	Insufficient Funding
SI09	Bid Validity Period
SI10	Industrial Security Related Requirement
SI11	Integrity Provisions Bid Requirements
SI12	Listing of Subcontractors
SI13	Web Sites

GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS - R2710T (2020-05-28)

The following GI's are included by reference and are available at the following Web Site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

GI01	Integrity Provisions - Bid
GI02	Completion of Bid
GI03	Identity or Legal Capacity of the Bidder
GI04	Applicable Taxes
GI05	Capital Development and Redevelopment Charges
GI06	Registry and Pre-qualification of Floating Plant
GI07	Listing of Subcontractors and Suppliers
GI08	Bid Security Requirements
GI09	Submission of Bid
GI10	Revision of Bid
GI11	Rejection of Bid
GI12	Bid Costs
GI13	Procurement Business Number
GI14	Compliance with Applicable Laws
GI15	Approval of Alternative Materials
GI16	Performance Evaluation
GI17	Conflict of Interest - Unfair Advantage
GI18	Code of Conduct for Procurement – Bid

CONTRACT DOCUMENTS (CD)

SUPPLEMENTARY CONDITIONS (SC)

SC01	Industrial Security Requirement for Canadian Contractors
SC02	Insurance Terms



BID AND ACCEPTANCE FORM (BA)

BA01	Identification
BA02	Business Name and Address of Bidder
BA03	The Offer
BA04	Bid Validity Period
BA05	Acceptance and Contract
BA06	Construction Time
BA07	Bid Security
BA08	Electronic Payment of Invoices
BA09	Signature

LIST OF ANNEXES AND APPENDICES:

APPENDIX 1 – INTEGRITY PROVISIONS

APPENDIX 2 - LISTING OF SUBCONTRACTORS

ANNEX A – STATEMENT OF WORK

ANNEX B – MANDATORY CRITERIA

ANNEX C – CERTIFICATE OF INSURANCE

ANNEX D – SPECIFICATIONS

ANNEX E – DRAWINGS, PLANS, PHOTOS, OTHERS



SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 INTRODUCTION

1. Fisheries and Oceans Canada (DFO) intends to retain a Contractor to provide construction services for the project as set out in this Invitation to tender (ITT).
2. Bidders responding to this ITT are requested to submit a full and complete quotation. Refer to [GI09](#) 'Submission of Bid'.
3. Point 1 of Article GI09 of [R2710T](#) (2020-05-28) is replaced by the following:
 1. The Bid and Acceptance Form, duly completed, and the bid security shall be submitted to the email address(es) designated on the Front Page "Invitation to Tender" for the receipt of bids. The bid must be received on or before the date and time set for solicitation closing.

SI02 BID DOCUMENTS

1. The following are the Bid Documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Bidders;
 - c. General Instructions - Construction Services - Bid Security Requirements [R2710T](#) (2020-05-28);
 - d. Clauses & Conditions identified in "[Contract Documents](#)";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendices; 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](#) (2020-05-28) are 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>
3. Bid documents and bid security must be submitted by email to the address(es) and by the time indicated on the cover page. Documents received by fax will not be accepted. Bid Security must be submitted as per GI08 "Bid Security Requirements". No scanned copies or photocopies will be accepted.
4. A bid bond may be submitted in a digital format if it meets the following criteria:
 - 4.1 The version submitted by the Bidder must be verifiable by DFO with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
 - 4.2 The version submitted must be viewable, printable and storable in standard electronic file formats acceptable to DFO, and in a single file. Allowable formats include pdf.
 - 4.3 The verification may be conducted by DFO immediately or at any time during the life of the bond and at the discretion of DFO with no requirement for passwords or fees.



- 4.4. The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding Item 4.1.

Bonds failing the verification process will NOT be considered to be valid.

Bonds passing the verification process will be treated as original and authentic.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 - Approval of alternative materials of [R2710T](#) (2020-05-28), General Instructions - Construction Services - Bid Security Requirements, enquiries should be received no later than four (4) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed **ONLY** to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-compliant.

SI04 OPTIONAL SITE VISIT

- 1) It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 401 King Street West, Prescott, Ontario, K0E 1T0 on December 16, 2020. The site visit will begin at 11:00 am EST at the main gate into the Base yard entrance.
- 2) **Bidders must communicate with the Contracting Officer no later than December 14, 2020 at 14:00 AST to confirm attendance and receive further instruction.** Bidders must provide the following information:
 - a. Business name
 - b. Business address
 - c. Business phone number
 - d. Bidder's representative name(s), with email address and phone number
- 3) Bidders who do not confirm attendance and who do not provide the above information will not be allowed access to the site. No alternative appointment will be given to bidders who do not attend or do not send a representative. The representative of the bidder may be requested to sign the Site Visit Attendance Sheet at the site visit. Bidders who do not participate in the visit will not be precluded from submitting a bid.
- 4) Bidders must note that **all questions must be sent, by email, to the attention of the Contracting Officer.** DFO delegate(s) on site are not authorized to take and/or respond to any questions received from potential bidders on site visits. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.
- 5) Any cell phones, cameras or cigarettes are not allowed in the institution therefore must be left in your vehicles.
- 6) Safety Attire: In order to be guaranteed access to the site visit, all persons should have the proper personal protection equipment (safety glasses, footwear, vests and hard hats etc.). Contractor's



personnel/individuals who do not have the proper safety attire may be denied access to the site.
Masks are mandatory for site visits.

SI05 REVISION OF BID

1. Article GI10 of [R2710T](#) (2020-05-28) is replaced by the following;
2. A bid submitted in accordance with these instructions may be revised by letter provided the revision is received at the office designated for the receipt of bids on or before the date and time set for the closing of the solicitation. It shall be attached to an email as a new PDF document with the following information clearly indicated:
 - a. **REVISED “BID AND ACCEPTANCE FORM” DATED _____** *(insert date of original bid submitted to DFO)*;
 - b. Solicitation Number;
 - c. Be on the Bidder's letterhead or bear a signature that identifies the Bidder;
 - d. For the lump sum portion of a bid, clearly identify the amount of the current revision. The total aggregate sum of all revisions submitted, including the current revision, shall be shown separately; and
 - e. For the Price Per Unit portion of a bid, clearly identify the change(s) in the Price(s) per Unit and the specific Item(s) to which each change applies. If a revision is to be applied to a specific Item that was previously amended then, in addition to the amount of the current revision, the total aggregate sum of all revisions submitted, including the current revision, for that Item shall be shown separately.
3. A letter submitted to confirm an earlier revision shall be clearly identified as “CONFIRMATION ONLY” for each contemplated change.
4. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).

SI06 OPENING OF BIDS

There will be no public opening of bids.

SI07 BID RESULTS

Bid received will be registered on DFO “Bid Register” form and the Unofficial Bid Result will be emailed to all bidders that were listed on the Bid Register. The Bid Register will provide the following information:

- a. Name of the Bidder
- b. Date and time bid was received from the Bidder
- c. Bidder bid amount

SI08 INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may:

- a. cancel the solicitation;
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; or
- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).



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 invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 - Rejection of Bid - of [R2710T](#) (2020-05-28).

SI10 INDUSTRIAL SECURITY REQUIREMENT / SECURITY CLEARANCE

There is no security requirement for this project.

SI11 INTEGRITY PROVISIONS BID REQUIREMENTS

In accordance with the *Ineligibility and Suspension Policy*, section 17 requires suppliers, regardless of their status under the policy provide the following information when bidding, contracting or entering into a real property agreement. Bidders must provide the required documentation, as applicable, to be given further consideration in the procurement process:

1. All suppliers, regardless of their status under the policy, must submit the following information when participating in a procurement processor real property transaction:
 - suppliers 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;
 - suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
 - suppliers 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 supplier 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 supplier otherwise disqualified for award of a contract or real property agreement.

Please refer to Information Bulletin: [Required information to submit a bid or offer](#) for additional details. To submit required information, Bidders may use the form titled *Integrity Regime Verification*, found in Appendix 1.

2. The bidder must submit with its bid an Integrity Declaration Form only when the following is applicable.



- a) The supplier must submit a completed [Integrity Declaration Form](#) to disclose any information pertaining to any criminal charge or conviction in the past three years of a Canadian offence listed in section 6 of the [Ineligibility and Suspension Policy](#) (the “policy”) or similar foreign offence listed in section 7 of the Policy.
- b) The supplier must submit a completed [Integrity Declaration Form](#) if the supplier cannot provide certification to all of the [Integrity provisions](#) requirements listed below. By submitting a bid or offer in response to a bid solicitation or real property transaction, the supplier is certifying the following :
 1. It has read and understands the *Ineligibility and Suspension Policy*;
 2. 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;
 3. It is aware that Canada may request additional information, certifications, and validations from the [Offeror] or a third party for purposes of making a determination of ineligibility or suspension;
 4. It has provided with its [bid/offer] 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;
 5. 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
 6. It is not aware of a determination of ineligibility or suspension issued by PSPC that applies to it.

The completed [Integrity Declaration Form](#) must be submitted with its bid/offer. The completed form must be placed in a sealed envelope labeled “Protected B”, and addressed to:

Integrity, Departmental Oversight Branch
Public Services and Procurement Canada
11 Laurier Street
Portage Phase III Tower A 10A1 – room 105
Gatineau QC K1A 0S5
Canada

S112 LISTING OF SUBCONTRACTORS

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

GI07 (2015-02-25) Listing of Subcontractors

The Bidder must submit the names of Subcontractors for the part or parts of the Work listed. See APPENDIX 2. Failure to do so will result in the disqualification of its bid.

S113 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>



Buy and Sell

<https://buyandsell.gc.ca/for-businesses>

Canadian economic sanctions

https://www.international.gc.ca/world-monde/international_relations-relations_internationales/sanctions/index.aspx?lang=eng

Contractor Performance Evaluation Report (Form FP-5135)

http://www.dfo-mpo.gc.ca/contract-contrat/forms-formulaires/FP_5135_E.pdf

Bid Bond (form FP-5132)

http://www.dfo-mpo.gc.ca/contract-contrat/forms-formulaires/FP_5132_E.pdf

Performance Bond (form FP-5134)

http://www.dfo-mpo.gc.ca/contract-contrat/forms-formulaires/FP_5134_E.pdf

Labor and Material Payment Bond (form FP-5133)

http://www.dfo-mpo.gc.ca/contract-contrat/forms-formulaires/FP_5133_E.pdf

Standard Acquisition Clauses and Conditions (SACC Manual)

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

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>

Integrity Verification Form:

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

Integrity Declaration Form

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

Trade agreements

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

Surety Association of Canada

<https://www.suretycanada.com/>



CONTRACT DOCUMENTS (CD)

1. The following are the Contract Documents:
 - a. Acceptance By Fisheries and Oceans Canada (Contract) 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);
GC6.4.1	Allowable costs for Contract Changes	R2950D (2015-02-25);
 - e. Supplementary Conditions;
 - f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - h. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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

The following security related clauses apply and form part of the Contract.

1. The Contractor/Offeror, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, MUST NOT access PROTECTED and/or CLASSIFIED information or assets.
2. The Contractor/Offeror personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- b. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2. Period of Insurance

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

3. Proof of Insurance

- a. Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein titled Certificate of Insurance, [Annex C](#).
- 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)

BA01 IDENTIFICATION

Construction Services for Building F Restoration at Canadian Coast Guard Prescott Base

BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Legal Name:

Operating Name (if any):

Address: _____

Telephone: _____ Fax: _____

PBN: _____

Email address:

Organizational Structure:

Corporate Entity Privately Owned Corporation Sole Proprietor Joint Venture

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 of

\$ _____ excluding Applicable Tax(es).
(amount in numbers)

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 all Work by **March 31, 2021**. See specifications for the project milestones.



BA07 BID SECURITY

The Bidder must enclose bid security with its bid in accordance with GI08 - Bid Security Requirements of [R2710T](#) (2020-05-28), General Instructions – Construction Services – Bid Security Requirements.

BA08 ELECTRONIC PAYMENT OF INVOICES

Although electronic payment is the preferred method of payment, the Bidder is not obligated to accept payment by Electronic Payment Instruments.

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a) Acquisition Card; or
- b) Direct Deposit (Domestic and International);

If you are the successful bidder on this or any other DFO requirement, you are encouraged to register with DFO for direct deposit. Contact DFO Corporate Accounting by e-mail: DFOAccountingHub@DFO-MPO.GC.CA to receive a form titled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Invoices submitted shall be paid in accordance with the General Conditions and [clause GC5, Terms of Payment](#).

BA09 SIGNATURE

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

Signature

Date



APPENDIX 1 – INTEGRITY REGIME VERIFICATION

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) require suppliers, regardless of their status under the Policy, to submit the following information when participating in a procurement process or real property transaction:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers 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 officer will inform the supplier 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 supplier otherwise disqualified for award of a contract or real property agreement.

Bidders can print the [Integrity Verification form](#) and attach it as part of their bid

If bidder submitted an Integrity Declaration Form with the bid as detailed in section [SI12](#) please complete the following:

Integrity Declaration Form was submitted with bid _____ *(provide detail, such as email date, etc.)*



APPENDIX 2 – LISTING OF SUBCONTRACTORS

In accordance with section GCI07 - Listing of Subcontractors and Suppliers of [R2710T](#) (2020-05-28) - General Instructions -Construction Services – Bid Security Requirements the Bidder should provide a list of Subcontractors with their Bid.

	<i>Subcontractor</i>	<i>Division</i>	<i>Sub-Trade Category</i>	<i>Estimated Value of work</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



APPENDIX “A” – STATEMENT OF WORK

*Construction Services for Building F Restoration at Canadian Coast
Guard Prescott Base*

Annex: “A”

DFO Solicitation Number: *F5211-200510*

DFO Contract Number: *F5211-200510*

Change History

SOW AMENDMENT TABLE			
Amendment Number	Issued Date	Page(s) Changed	Description of Changes
0	Oct. 14, 2020		Initial release of SOW document
1	Nov. 30, 2020	4	Removed point rated criteria based on Procurement Hub feedback. Adjusted mandatory criteria to include minimum level of experience for project manager, site supervisor, lead electrician, and engineer that is no longer covered by point rated criteria.



Table of Contents

1.0 SCOPE	20
1.1. Objective:	20
1.2. Background:	20
1.3. Terminology:	21
2.0 REFERENCE DOCUMENTS	21
3.0 REQUIREMENTS	22
3.1 Scope of Work:	22
3.3 Deliverables and Acceptance Criteria:	23
3.4 Constraints:	23
3.5 Government Furnished Equipment or Material:	23
3.6 Timeframe and Delivery Dates:	23
3.7 Contractor Qualifications:	Error! Bookmark not defined.



1.0 SCOPE

The Department of Fisheries and Oceans Canada (DFO) owns and operates a Canadian Coast Guard Base in Prescott, Ontario. An unheated, pre-engineered metal building on the base, known as Building F, has many building components that are at or have exceeded their normal life expectancy. As part of the normal life cycle process, DFO requires a general contractor to restore and upgrade Building F's building envelope, electrical, and lighting systems based on prepared construction drawings and specifications.

1.1. Objective:

The objective of the project is to restore and upgrade the majority of the building components of Building F on the Canadian Coast Guard Prescott Base according to the already prepared construction drawings and specifications. Upon completion of the project and with good maintenance practices, Building F will continue to provide unheated space for the next 35 years for material storage for two departmental programs: 1) Fleet and 2) Marine and Civil Infrastructure.

1.2. Background:

DFO owns, operates, and maintains the Canadian Coast Guard Base located at 401 King Street West, Prescott, Ontario, K0E 1T0. The site is considered federal property and is accessible by land, air, and water. The property is secured by a chain-link fence and a security gate. Access to the site must be arranged through the Technical / Project Authority and may be limited due to operational requirements.

A number of buildings are constructed on the Canadian Coast Guard Prescott Base property. One such building, known as Building F, was built in 1958 and is located at the northwest corner of the property. Building F is a one-storey, pre-manufactured metal building with a building area of 211.25m². This building provides unheated storage space for a number of departmental programs including Fleet - CCGS Griffon (requires 146.32m²) and Marine and Civil Infrastructure (requires 62.7m²).

A 2013 Building Condition Report found Building F to be in poor condition with a number of building components including windows, doors, roof, and exterior walls all exceeding their normal life expectancy and requiring replacement. With the exception of some surface rusting, the superstructure of the building consisting of pre-engineered steel frames, girts, and purlins (Butler type) was found to be in fair condition with no signs of damage, bending, stress, etc. The substructure showed no signs of settlement or movement and is considered to be in fair overall condition.

As part of the normal life cycle process, DFO began planning in early 2020 to restore Building F to extend the building's life expectancy. XCG Consulting Limited was engaged to prepare a Designated Substances and Hazardous Materials Survey of Building F. Their final report found approximately 8m³ of grey transite board, 20% chrysotile asbestos. XCG also identified all of the surface coatings throughout the building to be lead-containing. Refer to XCG's report (attached) for their full findings of designated substances and hazardous materials. In May 2020, DFO contracted Dillon Consulting Limited to prepare construction drawings and specifications to restore Building F.



1.3. Terminology:

The following is a glossary of acronyms and definitions of frequently used words contained in this scope of work document.

.1	ACM	Asbestos Containing Material
.2	CCG	Canadian Coast Guard
.3	Contract	The legally binding agreement signed by DFO and the Contractor awarded this SOW.
.4	Contracting Authority	The individual responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority.
.5	Contractor / General Contractor	The person or company awarded the Contract and is responsible for completing the scope of work. The Contractor/General Contractor is responsible for the day-to-day oversight of the construction site, management of vendors and trades, and the communication of information to all involved parties throughout the course of the building restoration project.
.6	DFO	Department of Fisheries and Oceans / Fisheries and Oceans Canada
.7	SOW	Scope of Work
.8	Technical / Project Authority	The representative of DFO for whom the Work is being carried out under the Contract. Technical matters may be discussed with the Technical/Project Authority; however, the Technical/Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

2.0 REFERENCE DOCUMENTS

The following are the documents attached that are relevant to the technical requirements of this scope of work:

- .1 Construction General Conditions
- .2 Designated Substances and Hazardous Materials Survey Building F – Canadian Coast Guard Base, XCG File No. 1-3266-02-01, March 25, 2020, Revision 1
- .3 Reconditioning of Building 'F' Issued for Construction Drawings (202403 IFC Drawings – Reconditioning of Building F – 25Sep2020.pdf) as listed below:
 - .1 COVER SHEET dated June 2020
 - .2 G1 EXISTING SITE PLAN revision 2 dated 7/29/20
 - .3 G2 EXISTING BUILDING CONDITIONS FLOOR PLAN, ELEVATIONS revision 2 dated 7/29/20
 - .4 S1 GENERAL, NOTES, DETAILS REMOVAL – SLAB PLAN, SECTION revision 2 dated 7/29/20
 - .5 S2 NEW CONSTRUCTION – SLAB PLAN, SECTION revision 2 dated 7/29/20



- .6 A1 REMOVALS FLOOR PLAN, ELEVATIONS revision 2 dated 7/29/20
 - .7 A2 REMOVALS BUILDING CROSS SECTION revision 2 dated 7/29/20
 - .8 A3 NEW CONSTRUCTION FLOOR PLAN, ELEVATIONS revision 2 dated 7/29/20
 - .9 A4 REMOVALS BUILDING CROSS SECTION revision 2 dated 7/29/20
 - .10 A5 OUTLINE SPECIFICATIONS revision 2 dated 7/29/20
 - .11 E1 ELECTRICAL – DEMO, NEW POWER AND LIGHTING revision 2 dated 8/07/20
 - .12 E2 SPECIFICATIONS revision 2 dated 8/07/20
- .4 Building F Repairs Specifications and Contract Documents (202403 Specifications –
Reconditioning of Building F – 30Sep2020.pdf) dated September 2020 (133 pages)

3.0 REQUIREMENTS

The Contractor must supply all labour, materials, and equipment to restore Building F on the Canadian Coast Guard Prescott Base and execute the work specified in the attached issued for construction drawings and specifications prepared by Dillon Consulting Ltd.

3.1 Scope of Work:

- .1 At a high level, the Building F Restoration project at the Canadian Coast Guard's Prescott Base requires the Contractor to:
 - .1 Remove and replace the existing deteriorated poured-in-place, unfinished concrete floor, including installing rigid insulation under the new concrete floor slab in preparation of anticipated need to add heating to this building in the future;
 - .2 Remove and replace floor drains in the building;
 - .3 Remove and properly dispose of all asbestos containing materials (grey transite board, 20% chrysotile asbestos – approximately 8m³) and surface coatings which are considered to be lead-containing;
 - .4 Demolish all interior partitions and interior doors;
 - .5 Remove surface rust and re-paint the building superstructure;
 - .6 Remove and replace metal siding on exterior walls;
 - .7 Remove and replace exterior metal doors;
 - .8 Remove existing manually-operated overhead door and replace with an overhead door with automatic door operator;
 - .9 Remove and replace all exterior windows;
 - .10 Remove and replace metal roof;
 - .11 Install insulation within exterior wall cavity and roof-ceiling space in preparation of adding heating to this building in the future;
 - .12 Remove existing window air conditioner unit containing R-22 refrigerant (0.27kg);
 - .13 Install gutters, downspouts, and concrete splash pads;



- .14 Upgrade existing electrical wiring, receptacles, and switches to meet current standards as specified; and
- .15 Remove existing suspended ceiling fixtures and install LED suspended luminaires, exterior wall sconces, and emergency/exit lighting.

3.2 Tasks:

The Contractor must refer to the attached issued for construction drawings and specifications prepared by Dillon Consulting Limited identified in the Reference Documents section for the precise and systematic description of the tasks to be performed.

3.3 Deliverables and Acceptance Criteria:

The Contractor is required to refer to the attached issued for construction drawings and specifications prepared by Dillon Consulting Limited identified in the Reference Documents section for acceptance criteria for each deliverable.

3.4 Constraints:

- .1 The Contractor is required to refer to the attached issued for construction drawings and specifications prepared by Dillon Consulting Limited identified in the Reference Documents section for constraints that may affect the cost, time, or performance of a task.
- .2 In addition to the constraints listed in the issued for construction drawings and specifications referenced in item 3.4.1 above, Building F is currently in use by the Canadian Coast Guard for material storage. Prescott Base crew are in the process of removing materials and equipment currently stored in Building F to other facilities. This relocation of materials and equipment will be completed by January 4, 2021.

3.5 Government Furnished Equipment or Material:

DFO will provide a Departmental Authority who will serve as the Technical/Project Authority. The Technical/Project Authority will serve as a single point of contact for the Contractor to communicate with. The Technical/Project Authority will be available to discuss the project, coordinate work, and answer questions during normal business hours, Monday to Friday, between the hours of 8:00am and 4:00pm EST. Communication and coordination outside of these hours may be arranged at the sole discretion of the Technical/Project Authority.

The Technical/Project Authority will provide access or arrange for access to be provided to the Canadian Coast Guard Prescott Base during normal business hours. The Technical/Project Authority will review and provide comment during the project in a timely manner. The Technical/Project Authority will work with the Contractor and the Consultant to facilitate the successful completion of the Building F Restoration project.

3.6 Timeframe and Delivery Dates:

- .1 Time should be respected on this project. The project should be substantially complete by March 31, 2021.
- .2 A project kickoff meeting is to be held no later than January 25, 2021.



APPENDIX “B” – MANDATORY CRITERIA

Contractors will be assessed in accordance with the entire requirement of the bid solicitation including mandatory technical requirements and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

Technical Criteria

To successfully submit a bid, each Contractor’s proposal must contain the information listed under the heading “MANDATORY REQUIREMENTS” below. A failure to do so will result in the proposal being disqualified.

For the purposes of personnel qualifications, experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

NO.	MANDATORY REQUIREMENTS	EVALUATION
M1	<p>Project and Construction Management Capability</p> <p>Contractor’s demonstrated experience and capability successfully managing restoration projects of similar spaces facing similar challenges as demonstrated by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Manager’s experience managing building restoration projects (minimum of 5 years) <input type="checkbox"/> Site Supervisor’s experience coordinating and overseeing building restoration field work (minimum of 5 years) 	Pass or Disqualified
M2	<p>Electrical Sub-contractor’s License and Experience</p> <p>The electrical sub-contractor must be a Licensed Electrical Contractor in the Province of Ontario and hold a valid license from the Electrical Safety Authority (ESA).</p> <p>The Lead Electrician for the project must have a minimum of 5 years of experience.</p>	Pass or Disqualified
M3	<p>Design & Engineering Capability</p> <p>As part of the project scope of work, the Contractor is required to design and install temporary cable ties at floor level prior to demolition of the existing floor slab. A Professional Engineer must be included on the project team to design these cable ties.</p> <p>This Professional Engineer is to hold a valid license in the Province of Ontario as a Structural Engineer and have a minimum of 5 years of experience.</p>	Pass or Disqualified



M4	Contractor's Comparable Work Experience The Contractor must provide in their proposal a detailed list of projects undertaken in the past three (3) years. <u>At least two (2) of the projects described must be comparable to the activities contemplated by the Scope of Work of this project.</u> The described comparable work experience must include the following information: <ul style="list-style-type: none"><input type="checkbox"/> Project Name<input type="checkbox"/> Detailed written description of the scope of work undertaken<input type="checkbox"/> Contractor's role<input type="checkbox"/> Project location<input type="checkbox"/> For whom the project was performed<input type="checkbox"/> Dollar value of the project (in CAD) including value of any change orders<input type="checkbox"/> Start and end date of project<input type="checkbox"/> Was the project completed on time. Explain any schedule slippage.	Pass or Disqualified
M5	Curricula Vitae The Contractor must submit a detailed curricula vitae (i.e. resume) for each key member of their project team including Contractor's project manager, site supervisor, lead electrician, etc. as appropriate. Curricula vitae's should include details on the individual's name, position/role on the team, education, certifications, professional development, and career/project experience.	Pass or Disqualified
M6	Understanding of Scope of Work and Work Plan The Contractor must demonstrate their understanding of the project scope of work through their proposed approach to the project. The Contractor's proposed approach must include: <ul style="list-style-type: none"><input type="checkbox"/> the Contractor's proposed work plan for the Scope of Work of the Contract<input type="checkbox"/> the Contractor's proposed preliminary schedule indicating anticipated dates of key milestones	Pass or Disqualified



Mandatory Requirements Checklist Schedule

The Contractor should indicate the page number in its Proposal where each mandatory requirement can be found. In the event that the Contractor determines, in its sole discretion, that any mandatory requirement is not met, the Proposal shall be disqualified.

NO.	Mandatory Requirements	Page #
M1	Project and Construction Management Capability	
M2	Electrical Sub-contractor's License and Experience	
M3	Design & Engineering Capability	
M4	Contractor's Comparable Work Experience	
M5	Curricula Vitae	
M6	Understanding of Scope of Work / Work Plan	



APPENDIX "C" - CERTIFICATE OF INSURANCE



CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
	Project No.

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

Additional Insured

Her Majesty the Queen in Right of Canada as represented by Fisheries and Ocean (DFO)

Type of Insurance (Required when Checked)	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
<input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Umbrella/Excess Liability				\$	\$	\$
<input type="checkbox"/> Builder's Risk / Installation Floater				\$		
<input type="checkbox"/> Contractors Pollution Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per occurrence	Aggregate \$
<input type="checkbox"/> Marine Liability				\$		
<input type="checkbox"/> Aviation Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per occurrence	Aggregate \$
<input type="checkbox"/> Insert other type of insurance as required				\$		



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 coverages 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)

Signature

Telephone Number

Date D / M / Y



CERTIFICATE OF INSURANCE
Page 2 of 2

<p style="text-align: center;">General</p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Fisheries and Oceans Canada (DFO) as an additional insured.</p> <p>The Policy shall be endorsed to provide the Owner with not less than thirty (30) days notice in writing in advance of a cancellation or change or amendment restricting coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided.</p> <p>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.</p>	<p style="text-align: center;">Commercial General Liability</p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> (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. <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> (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. <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p style="text-align: center;">Builder's Risk / Installation Floater</p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>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.</p> <p>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).</p>
<p style="text-align: center;">Contractors Pollution Liability</p> <p>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.</p>	<p style="text-align: center;">Marine Liability</p> <p>The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.</p> <p>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 <i>Marine Liability Act</i>, 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.</p> <p>The policy must waive all rights of subrogation against the Government of Canada for any and all loss of or damage to the watercraft however caused.</p>	<p style="text-align: center;">Aviation Liability</p> <p>The insurance coverage shall include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.</p>



ANNEX “D” – SPECIFICATIONS

Refer to Buy and Sell Attachment titled:

F5211-200510 – SPECS

F5211-200510 – PRE-TENDER ADDENDUM



ANNEX “E” – DRAWINGS, PLANS, PHOTOS, OTHERS

Refer to Buy and Sell Attachment titled:

F5211-200510 – DRAWINGS

F5211-200510 – Designated Substances and Hazardous Materials Survey