

INVITATION TO TENDER
Tender Form / Contract Form

NCC TENDER FILE #: **MA037**

<p>ADDRESS INQUIRIES TO:</p> <p>Micheline Al-Koutsi Sr. Contract Officer</p> <p>micheline.al-koutsi@ncc-ccn.ca</p>	<p>CONTRACT NO.:</p>
<p>BID CLOSING DEADLINE:</p> <p>August 27, 2021 at 3:00pm, Eastern Daylight Time (EDT)</p>	
<p>RETURN TENDERS TO</p> <p>Submit offer on this Tender Form and return to:</p> <p>Tenders must be e-mailed</p>	<p>Procurement Services National Capital Commission</p> <p>→ Bids-Soumissions@ncc-ccn.ca</p> <p>Note: the email attachment size is set at a maximum of 30 MB.</p>
<p>DESCRIPTION OF SERVICES: Craning, handling and transportation of Rideau Canal Skateway (RCS) Chalets and trailers</p>	<p>LOCATION: Canada's Capital Region Ottawa, ON</p>



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I. OFFER

The undersigned bidder (hereinafter called the “Contractor”) hereby offers to the National Capital Commission (hereinafter called the “Commission” or the “NCC”) to supply & deliver the services and/or goods in accordance with the Statement of Work, terms and conditions, **for the all-inclusive lump sum and unit price(s) as set out in section III herein.**

II. GENERAL AGREEMENT The Contractor agrees:

1. To execute the work starting at contract award until May 2026.
2. to provide at his/her own cost the following securities:
 - (a) with your tender to ensure entry into a contract a bid bond from an acceptable company in the amount of 10% of the bid amount including taxes.
 - (b) upon notification of acceptance of tender, a Performance Bond and a Payment of Labour and Material Bond for each 50% of the bid amount including taxes.
 - (c) The list of approved bonding or surety companies is displayed at the following Website: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494>.
3. that this Offer and Agreement, together with the Statement of Work, the Instructions to Bidders, the General Conditions, the Security Requirements, the Occupational Health & Safety Requirements and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.
4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 30 days from the Tender Closing Time shown hereon and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the Commission.
5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.

III. PRICING

The Contractor agrees that the following is (are) the all-inclusive lump sum and/or unit price(s) referred to in Clause I:

The Bidder agrees that

- (a) the Unit Price Table designates that part of the Work to which a Unit Price Arrangement applies;
- (b) the Price per Unit and the Estimated Total Price must be entered for each item listed;
- (c) the Price per Unit as tender governs in calculating the Total Estimated Amount, and any errors in the extension of the Price per Unit and in the addition of the Estimated Total Prices shall be corrected by the NCC in order to obtain the Total Estimated Amount; and



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(d) the following table is the Unit Price Table for the purposes of the tender and the Contract:

Item	Description	Units	Estimated hours per year	Year 1 from Fall 2021 to Spring 2022	Year 2 from Fall 2022 to Spring 2023	Year 3 from Fall 2023 to Spring 2024	Year 4 from Fall 2024 to Spring 2025	Year 5 from Fall 2025 to Spring 2026
1	Crane and operator	Hours	50					
2.1	Transport, handle of the RCS (7) chalets	Lump sum for Fall installation and Spring removal	n/a					
2.2	Transport, handle of the RCS (2) service trailers	Lump sum for Fall installation and Spring removal	n/a					
3	Transport, handle of the K17 electrical kiosk	Lump sum for Fall installation and Spring removal	n/a					
Annual Sub-total (item 1+ 2.1+2.2+3)				\$	\$	\$	\$	\$

Sum of 5 sub-totals (Year 1 to 5)

\$

OSHT 13%

\$

Grand Total

\$

In Canadian dollars



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Indicate here Make, model and size of crane that will be used:

Basis of award will be the bidder who meets all of the terms and conditions, and, who offers the NCC the lowest total amount. Lowest or any tender NOT necessarily accepted. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.

IV. INVOICING

- The Contractor will have the right to receive payments within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said services and has observed the terms of the contract.
- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.
- All invoices are to make reference to the **Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission)** and be forwarded in Adobe (.pdf) format by email at:

payables@ncc-ccn.ca
- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

V. ENQUIRIES

Enquiries regarding this tender must be submitted in writing to the Senior Contract Officer as early as possible within the solicitation period. Enquiries should be received no later than five (10) 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.



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To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer, Micheline Al-Koutsi at micheline.al-koutsi@ncc-ccn.ca. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.

VI. SECURITY REQUIREMENTS

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Reliability*** NCC Security to perform security screening.

**For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded on the basis of the sensitivity of the information and assets that need to be accessed.*

VII. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda _____ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).

Name and address of Contractor : Tel-Tél: Fax-Télécopieur: E-mail:	Signature(s) Title: Date:
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Accepted & executed on behalf of the Commission this _____ day of _____, 2021

COMMISSION USE ONLY NCC SIGNATURE ONLY	TITLE
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Craning, handling and transportation of Rideau Canal Skateway Chalets and trailers (September 2021 to May 2026)

STATEMENT OF WORK

General Description:

Each year, seven (7) Skateway chalets, two (2) service trailers and one (1) electrical kiosk need to be craned in/out of the Rideau Canal. The chalets and trailers are installed at four locations on permanent, or none permanent pillars along the Skateway. **See Appendix 1** – Chalets locations - Rideau Canal Map Book for the exact locations of the chalets, trailers and electrical kiosk. Both trailers are installed at the Fifth Ave rest area, one trailer (40ft) is shown on the plan as the Skateway first aid trailer and the second trailer (32ft) is shown as the washroom. **See Appendix 2** - Pictures of trailers and specifications of electrical kiosk

The NCC is, looking for a proponent for the coordination of a “turnkey” service for the craning (using a crane with appropriate reach radius and weight capacity), the handling (from cribbing at warehouse to pillars on the canal) and the transportation to and from our Woodroffe warehouse to its final position. The supplier must consider that the removal phase includes all the steps mentioned for the installation. **See Appendix 3** – Typical route and timetable.

The Chalets will be transported by a uniform handling system. The basis of the handling will be that the chalets will be carried by the (2) two main structural frame beams or suspended by the designed lifting eyes to avoid any stress or torsion on the chalet’s structural frames. This custom uniform single point of movement control system, a trailer, or any carrying system must have the ability to be positioned between the support blocking (that is supporting the chalets).

The transportation system will have to transfer the load (the Chalets), (by means of hydraulics or air suspension) to the mobile system (trailer or “dolly” system) complete with designed supports, which will be positioned under the chalets two (2) main structural frame beams. (Contact points complete with “hold-downs”).

For the installation, the Chalet units will be off loaded by crane and placed on the fixed pillars, located for support in the canal.

For the removal, the units will be placed on the custom system (trailer) by crane and transported to our storage area (1740 Woodroffe Ave.). The units will be positioned between blocking, raised by the carrying system, blocking placed, lowered on to the structural beams, and the system pulled out from under.

For the two (2) trailers, the lifting frame cannot be used to crane it on and off the canal. For the procedure, (2) two main structural frame beams will need to be positioned under the trailer frames.

Duration of the Contract:

This Contract commences upon signing of the contract (September 2021) and ending in May 2026.

Craning, handling and transportation of Rideau Canal Skateway Chalets and trailers (September 2021 to May 2026)

STATEMENT OF WORK

Specifications of loads:

- The chalets are 18 metre long, 7m wide and 3.9m high and weighs between 27215 kg and 29483 kg. The washroom Chalets are the heaviest.
- The 40ft trailer is a standard mobile construction office and weighs approx. 9000 kg and the 32ft trailer is also a mobile construction trailer but has been modified to accommodate washrooms. Its weights approx. 7000 kg.
- The electrical panel measures 36”d x 158”L x 78”h @ ≈ 1200kg.
- The chalet-lifting frame with the slings weighs 2948kg.
- The maximum reach required by the crane to place the chalet in the Skateway is 30 metres.

Installation: Typically performed on the weekend after Thanksgiving Day when the waters have been drained and the canal is at its lowest water level. Usually this is done between mid-October and mid-November.

Removal: Typically performed on a weekend in the spring – once the ice has thawed and before the water is brought back to the navigation level. Generally this is done before the last Monday in April.

Timing for water level variations in the Canal is determined by Parks Canada. The NCC will confirm the exact dates of operations, 4 weeks prior.

The NCC reserves the right to modify the quantities of chalets and trailers to be moved or craned and might also change the storage destination. In this case, the NCC will negotiate (prorate) the price with the supplier according to the modifications to these terms.

Timing: See Appendix 3 Typical route and timetable.

The Contractor Shall:

1. Provide an insurance certificate with commercial liability & rigger`s liability insurance prior to lifting/moving activities every month of April for each year of this contract. Insurance certificate must be in accordance with item 26 of the General Conditions.
2. Provide one (1) crane and counterweights capable of lifting the chalets and the trailers. The contractor may also suggest using a second crane specifically for the trailers. In his bid the contractor must specifies the type of crane (make, model and size in tons) he will supply.
3. Provide lifting equipment required from the lifting frame up to the crane`s hook, this includes: slings (or lifting cables) and shackles. This complete lifting system will be supplied to the winning bidder, for the duration of the contract, transferring all responsibility to the contractor for yearly maintenance and certification for use.
4. Perform an onsite lift test; lift up slightly at first in order to test the lifting equipment and assembly.

Craning, handling and transportation of Rideau Canal Skateway Chalets and trailers (September 2021 to May 2026)

STATEMENT OF WORK

5. Provide flatbed trucks or any adapted transportation system (specified in the description of this contract) that can transport the chalets from storage to site and back along with the lifting frame. It may, be expected that the contractor can move 2 chalets and the lifting frame at the same time, depending on the content of the permits issued by city of Ottawa to the proponent.
6. Responsible to load/unload the chalets and lifting frame and gear on the flatbed truck at Woodroffe Warehouse, located at 1740 Woodroffe Ave.
7. Provide a transportation plan including transport route along with approved by the City of Ottawa and all other permits required when moving the chalets and lifting frame.
8. Fill a notice of project with Ministry of Labour of Ontario.
9. Provide a police escort when moving the chalets, given over dimensional units/vehicles.
10. Attach the chalet to the lifting frame and handle the chalets until they rest securely on all 4 permanent pillars in the canal bed.
11. Transport the 2 trailers to 5th ave. Rest Area.
12. Handle the trailers through the craning operation. Once the trailers are on the gravel pads in the canal bed level the trailer with the appropriate jacks and ensure for the duration of the season that the doors can open properly.
13. Be available for 2 hours meeting the week prior to the move.
14. Provide the necessary staff with their safety gear to perform the work.
15. Repair at the Contractor's own expense and to the satisfaction of the NCC any damage to assets and/or property, resulting from this activity.
16. Secure properly the eye hole covers on the chalet roof.
17. Will provide a yearly inspection and integrity certification of all the lifting gear provided by the NCC and the contractor.

The NCC Shall (for the duration of the contract):

1. Provide the lifting frame. This includes: shackles and lifting frame for the chalets.
2. Implement and coordinate the road closure for the NCC parkways along the Rideau Canal to allow lifting/Craning operations.
3. Provide the 2 lifting beams for the trailers.
4. Will provide the leveling jacks for both trailers.

**Craning, handling and transportation of Rideau Canal Skateway Chalets and trailers
(September 2021 to May 2026)**

STATEMENT OF WORK

Statement of Work appendices:

Appendix 1 – Chalets locations

Appendix 2 - Pictures of trailers and specifications of electrical kiosk

Appendix 3 – Typical route and timetable

Appendix 4 – Crane position at Rideau rest area



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Appendix 1

Chalets locations









Appendix 2 - Pictures of trailers and specifications of electrical kiosk (K17)



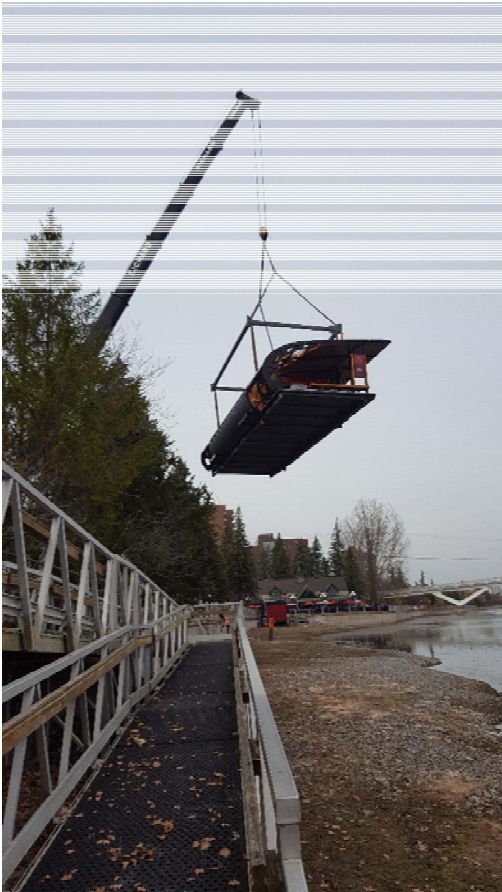
5th Ave Washroom Chalet



5th Ave First Aid / Skate Patroller trailer



Picture illustration the lifting operation at Rideau Rest Area

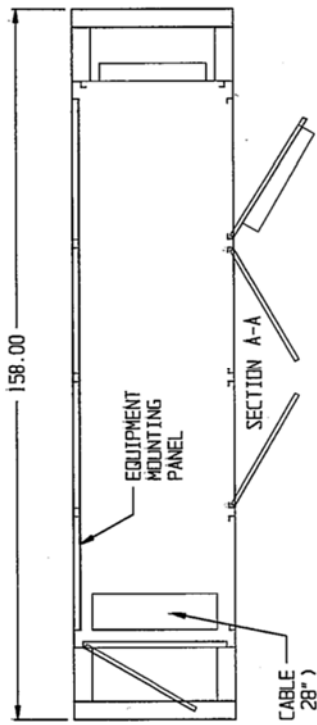




CONTINUOUS GASKET



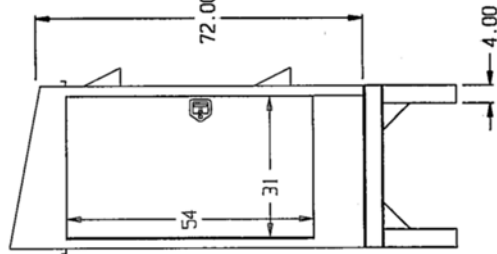
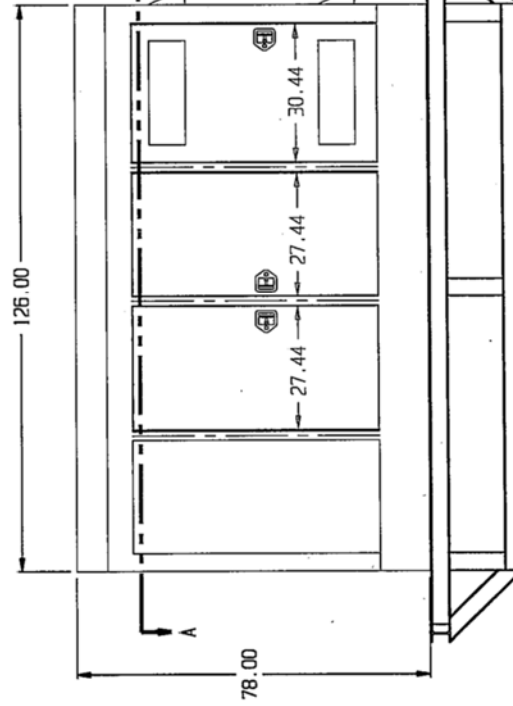
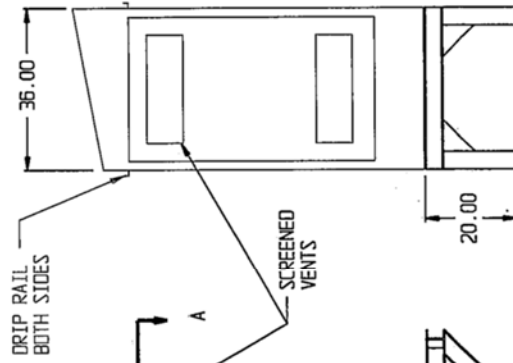
TYPICAL DOOR CONFIGURATION BX



NOTE:
ALL WELDED CONSTRUCTION
SS CONTINUOUS HINGE
SS LOCKABLE LATCHES

MATERIAL:
HOUSING MATERIAL - 12 GA STEEL
HOUSING FINISH - PREP'D, PRIMED & PAINTED
EXTERIOR - PANTONE 5463C
INTERIOR - WHITE

SKID MATERIAL - #4 X13 STEEL BEAM
SKID FINISH - HOT DIP GALVANIZED





NATIONAL CAPITAL COMMISSION
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Appendix 3

Typical route and timetable

**CHALET and TRAILER
Removal
RIDEAU CANAL SKATEWAY**

April/Avril 2021

Déménagement

des

CHALETS et ROULOTTES

PATINOIRE DU CANAL

RIDEAU



Rideau Canal Skateway Transportation and Craning

Route for Chalets – April 16th and 17th 2021

Location: Rideau Canal Skateway – Rest areas (Fifth Ave, Bronson Ave, Rideau St, Concord Ave)

Destination: NCC Warehouse (1740 Woodroffe Ave)

Route and sequence of removal

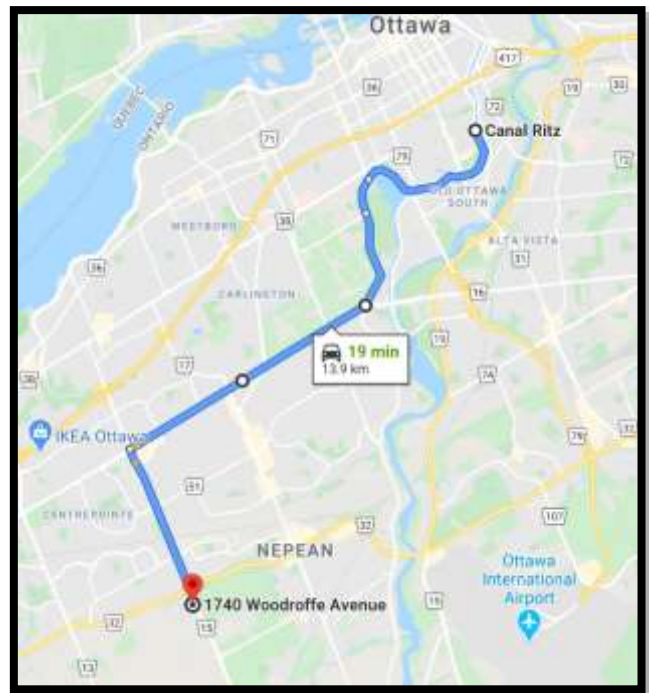
April 16th, 2021

Fifth Ave –

9:00am Crane Arrival

10:30am Chalets Depart

- Crane (2) Arrival via Fifth Ave
- Start at corner of Fifth Ave and Queen Elizabeth Dr, Queen Elizabeth Dr, Princes of Wales Dr, Baseline Rd, Woodroffe Ave, to end at NCC private entrance of Woodroffe Ave south of Hunt Club (1 Chalet, 2 Trailers)

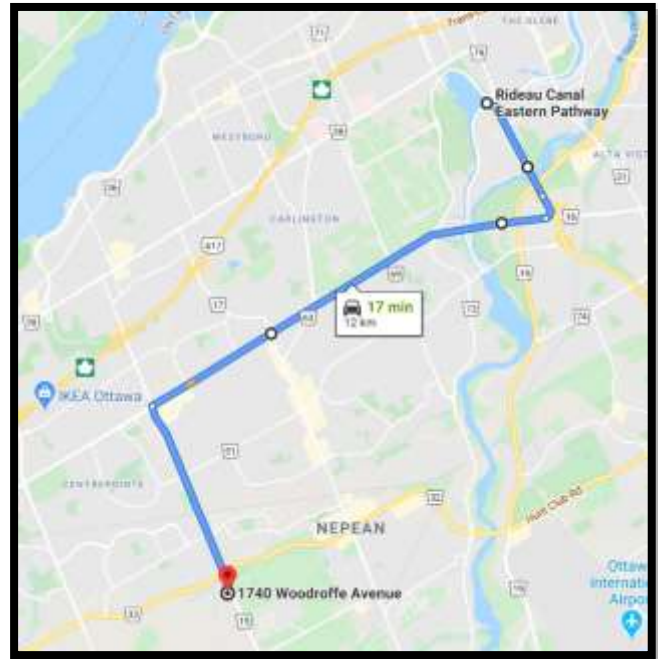


Bronson –

12:00pm Crane Arrival

1:30pm Chalet Depart

- Crane arrival via Colonel By Dr.
- Start at Anniversary Park, Colonel By, Bronson Ave, Heron Dr, Baseline Rd, Woodroffe Ave, to end at NCC private entrance off Woodroffe south of Hunt Club (**1 Chalet, 1 Washroom, 1 K17 Electrical Box**)



Route and sequence of removal

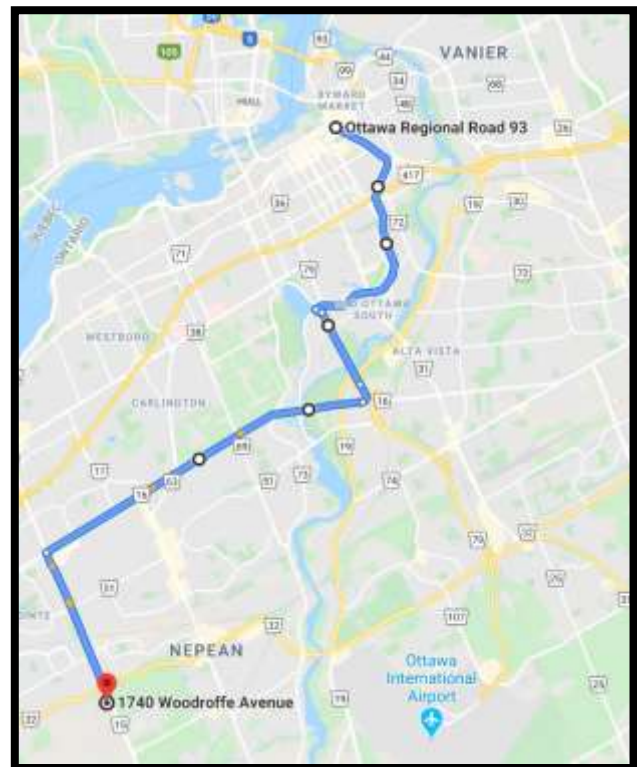
April 17th, 2021

Rideau –

5:30am Crane Arrival

7:00am Chalets Depart

- Crane arrival via Daly
- Start at corner of Colonel By and Daly, Colonel By, Bronson Ave, Heron Rd, Baseline Rd, Woodroffe Ave, to end at NCC private entrance of Woodroffe south of Hunt Club (**1 Chalet, 1 Washroom**)

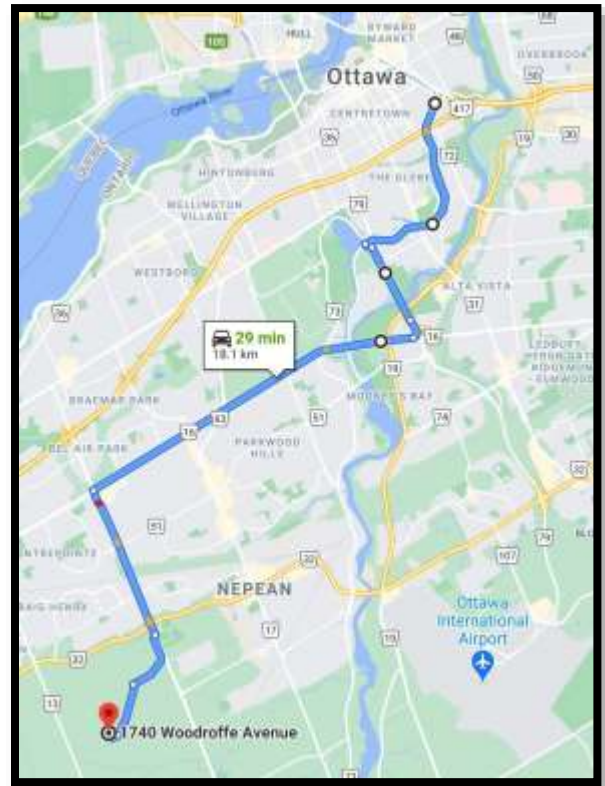


Concord –

10:00am Crane Arrival

11:30am Chalets Depart

- Crane arrival via Daly
- Start at corner of Colonel By and Concord, Colonel By, Bronson Ave, Heron Rd, Baseline Rd, Woodroffe Ave, to end at NCC private entrance of Woodroffe south of Hunt Club (**1 Chalet, 1 Washroom**)



**Rideau Canal Skateway
Schedule for Chalet Craning / Removal / Transportation
April 16th, 2021**

Legend:

RCT: Road closure team (Strathmore)

Movers: Chamberland & Lalonde House movers

PP: Purple Potties

RCS: Rideau Canal Skateway

Time	Responsible	Tasks
8:30am to 8:45am	RCT	QED Road Closure Team 1 (Strathmore) arrives on site for meeting/instructions for closure plan with RCS Team. Radios are distributed.
8:45am to 9:00am	RCT	Road closure team sets up gear and implements road closures between 5 th Av. and Bank Street bridge. QED Road Closure in Effect - Road closure Queen Elizabeth Drive, northbound and southbound lanes between 5 th Av. to Bank Street bridge.
9:00am	PP	Purple Potties install Washrooms at Bronson Parking. RCS (Leticia) to supervise and add a lock.
9:00am	RCT	Road Closure Team removes Median signs Between 5 th and Dow's Lake
9:00am to 10:00am	crane/movers	Chamberland movers arrives on site with counter weights for crane. Cranes (2) arrives on site and sets up counter weights (approx.:30 minutes to set up)
10:00am to 10:25am	crane/movers	1 st Crane – Removes Washroom trailer. 2 nd Crane – Removes Chalet
10:30am	Movers	5 th Chalet transportation truck leaves from 5 th Ave. for Woodroffe with Police Escort. RCS (Carl) to supervise. (Start at the corner of Fifth Ave and QED, Queen Elizabeth Dr., Prince of Wales Dr., Baseline Rd. Woodroffe Ave. and to end at NCC entrance Warehouse.)
10:25am to 11:00am	crane/movers	1 st Crane relocates to remove First aid trailer, sets up counter weights. (approx.:30 minutes to set up)
11:00am to 11:25am	crane/movers	1 st Crane – removes First aid trailer
11:30am	RCT	CBD Road Closure Team 2 (Strathmore) preps Road Closure equipment around Bronson Chalets Road Closure Team removes Median Signs around Bronson.
12:00pm	RCT	CBD Road Closure implemented. RCS (Marie) to supervise. CBD Road Closure in Effect: Road closure Colonel by Drive northbound and southbound lanes between Bronson Av. and Hog's Back Road.
12:00pm to 12:30pm	crane/movers	2 nd Crane relocates to remove Chalets at Bronson, sets up counter weights. (approx.:30 minutes to set up)
12:30pm	RCT	QED Road Closure Ends – Reopening of segment, final sweep
12:30pm	RCT	Road Closure Team re-installs Median signs Between 5 th and Dow's Lake
12:30pm to 1:30pm	crane/movers	Crane – removes Chalets (2) and K17 electrical box.
1:30pm	Movers	Bronson Washroom, Chalet and K17 Electrical box transportation trucks leave

		from Bronson for Woodroffe, with police escort. NCC (Carl) to supervise. (Start at Anniversary Park, Colonel By, Bronson Ave, Heron Dr, Baseline Rd, Woodroffe Ave, to end at NCC private entrance off Woodroffe south of Hunt Club) (1 Chalet, 1 Washroom, 1 K17 Electrical Box)
1:30pm to 2:30pm	crane/movers	Crane tear down / removal of counter weights.
2:30pm	RCT	CBD Road Closure Ends – Reopening of segment, final sweep.
3:00pm	RCT	Road Closure Team re-installs Median signs around Bronson.

Rideau Canal Skateway
Schedule for Chalet Craning / Removal / Transportation
April 17th, 2021

Legend:

RCT: Road closure team (Strathmore)

Movers: Chamberland & Lalonde House movers

RCS: Rideau Canal Skateway

Time	Responsible	Tasks
5:00am to 5:15am	RCT	Road closure team (Strathmore) arrives on site for meeting/instructions for closure plan with RCS Team.
5:15am to 5:30pm	RCT	Road closure team sets up gear and implements road closure. Road Closure in Effect - Colonel By Drive Road closures of the northbound and southbound lanes between Daly to Hawthorn Ave.
5:30am	RCT	Road Closure Team removes median signs along CBD
5:30am to 6:00am	crane/movers	Chamberland movers arrives on site with counter weights for crane. Crane arrives on site and sets up counter weights. (approx.:30 minutes to set up)
6:00am to 7:00am	crane/movers	Rideau washroom and chalet are loaded on to transportation vehicles.
7:00am	crane/movers	Rideau Washroom and Chalet transportation vehicles leave from Rideau for Woodroffe, with police escort. NCC (Carl) to supervise. (Start at corner of Colonel By and Daly, Colonel By, Bronson Ave, Heron Rd, Baseline Rd, Woodroffe Ave, to end at NCC private entrance of Woodroffe south of Hunt Club (1 Chalet, 1 Washroom))
7:00am to 8:00am	crane/movers	Crane tear down / removal of counter weights.
10:00am to 10:30am	crane/movers	Crane arrives at Concord and sets up counter weights. (approx.:30 minutes to set up)
	RCT	Road Closure team sets up Barricades and Pedestrian Signage around Craning area.
10:30am to 11:30am	crane/movers	Concord washroom and chalet are loaded on to transportation vehicles.
11:30am	crane/movers	Concord Washroom and Chalet transportation vehicles leave from Rideau for Woodroffe, with police escort. NCC (Carl) to supervise. (Start at corner of Colonel By and Concord, Colonel By, Bronson Ave, Heron Rd, Baseline Rd, Woodroffe Ave, to end at NCC private entrance of Woodroffe south of Hunt Club (1 Chalet, 1 Washroom))
11:30am to 12:30pm	crane/movers	Crane tear down / removal of counter weights.
12:30pm	RCT	Road Closure Ends – reopening of segment, final sweep.
1:00pm	RCT	Road Closure Team re-installs median signs along CBD
200pm	RCT	Contingency Road Closure times in case of delays

Workers Requirements Rideau Canal Skateway Chalet Removal 2021

Road closure timeframe overview

Note: Times are for reference and might slightly vary according workflow, traffic and/or other events. An Allotment of 2hrs is given for delays.

Date	Closure Time	Reopening Time	Section
Friday April 16th	9:00 am	12:30 pm	Closure of Queen Elizabeth Drive northbound and southbound lanes between 5 th Ave. to Bank St.
Friday April 16th	11:30 am	2:30pm	Closure of Colonel by Drive northbound and southbound lanes between Bronson Ave. and Hog's Back Road.
Saturday April 17th	5:30 am	12:30 pm	Closure of Colonel by Drive northbound and southbound lanes between Daly Ave. to Hawthorne Ave.

Day 1: Thursday April 15th.

Task 1: Pick-up equipment at NCC Warehouse (2 trips)

- 2 trucks and trailer
- 4 workers minimum
- Approx. 3 hours

Note: Please contact Woodroffe warehouse 24 hours in advance to set-up pick-up appointment at: WWarehouse@ncc-ccn.ca and let us know when the appointment is.

-Tasks 2: First, pre-stage road closure equipment at 5th avenue, Bronson, Rideau and Concord (Partial), according to maps.

- 2 trucks and trailer
- 4 workers minimum
- Approx. 3 hours

Day 2: Friday April 16th.

-Task 3: Closure of Queen Elisabeth Drive (5th Avenue to Bank Street) -Moving 5th Ave. Trailers(2) and Chalet(1)

- 1 truck
- 3 workers in total
- Approx. 6 hours

8:30am: Road closure staff arrives on site for morning meeting with RCS (instructions)

8:45am: Finish set-up/implement for the road closure.

9:00am: Queen Elisabeth Drive Street closures northbound and southbound lanes between 5th to Bank.

9:00am: Crane arrives

9:00am: Road Closure Team removes Median signs Between 5th and Dow's Lake

9:00am: Toilet is installed at Bronson Parking.

10:00am: Chalet and Trailer removal begins.

10:30am: Chalet Transportation Vehicle leaves for Woodroffe.

12:30pm: Re-opening of Queen Elisabeth Drive Street *under NCC supervisor instruction

12:30pm: Road Closure Team re-installs Median signs Between 5th and Dow's Lake

1:00pm: Pick up all Road Closure equipment and pre-stage along CBD where needed.

2:00pm: Done!

Note: Once the re-opening of Queen Elisabeth Drive has been completed; all equipment should be picked up and moved to CBD as needed. Unneeded equipment can be stored at Bronson Parking or your warehouse until returned on Monday.

Equipment to be used the following day:

- Barricades with Pedestrian Detour Right and Left
- Barricades with Sidewalk Closed (Bronson)
- Road Closed sign with arrow Left (Rideau and Daly)
- Men at Work sign (Rideau)

-Task 4: Closure of Colonel by Drive (Bronson Ave. and Hog's Back Road) -Moving Bronson Chalets (2)

- 2 trucks
- 7 workers in total
- Approx. 4 hours

11:30am: Set-up equipment on Colonel By Dr. and Hog's Back Road to prepare for road closure

12:00pm: Colonel By Drive street closure of the northbound and southbound lanes between Bronson Avenue and Hog's Back Road.

12:00am: Cranes arrive on site

12:30pm: Remove Chalets (2) and K...Electrical panel

1:30pm: Chalets leave for Woodroffe

2:30pm: Re-opening of Colonel By Drive upon notification from NCC

3:00pm: Re-install Median Signs along CBD at Bronson

Note: Once the re-opening of Colonel By Drive has been completed; all equipment should be picked up and moved to CBD as needed. Unneeded equipment can be stored at Bronson Parking or your warehouse until returned on Monday.

Equipment to be used the following day:

- Barricades with Pedestrian Detour Right and Left
- Barricades with Sidewalk Closed (Rideau)
- Men at Work sign (Rideau)

Day 3: Saturday April 17th.

-Task 5: Closure of Colonel By Drive (Daly Av. to Hawthorne Av). - Moving Rideau and Concord Chalets

- 2 trucks
- 7 workers minimum
- Approx. 8 hours

5:00am: Road closure staff arrives on site for morning meeting with RCS (instructions)

5:15am: Finish the set-up for the road closure.

5:30am: Colonel By Drive Road closures of the northbound and southbound lanes between Daly to Hawthorne Av. (implement)

5:30am: Crane arrives on site

5:30am: Lower all median signs along CBD

6:00am: Chalets (2) are loaded onto flatbeds

7:00am: Both Chalets move to Woodroffe.

10:00am: Crane relocates to Concord.

10:00am: Flagmen and Pedestrian Signage moves to Concord.

10:00am: Barricades set up on road blocking the craning area.

11:30am: Chalets leave for Woodroffe.

12:30pm: Re-opening of Colonel By Drive upon notification from NCC

1:00pm: Re-install Median signs along CBD.

Note: Once the Crane starts packing up at Rideau, move Pedestrians Signs to Concord.

Equipment to be used at Concord:

- Barricades with Pedestrian Detour Right and Left
- Barricades with Sidewalk Closed (2)

Task 6: Pick-up all equipment

- 2 trucks and trailers
- 4 workers in total
- Approx. 2 hours

12:30pm: All staff pick-up all equipment from Rideau and Concord.

2:30pm: Done!

Note: All equipment should be removed from the road and either stored at Bronson Parking or Strathmore Warehouse until their return on Monday.
























Day 4: Monday April 19th.

-Task 7: Return equipment to Woodroffe Warehouse

- 2 trucks and trailers
- 4 workers minimum
- Approx. 3 hours

Note: Please contact Woodroffe warehouse 24 hours in advance to set-up pick-up appointment at: WWarehouse@ncc-ccn.ca and let us know when the appointment is.

Legend

-  Barricades
-  Barrels
-  Flagman
-  Marshal in Vehicle
-  Men at Work
-  Merge Arrow Left
-  Merge Arrow Right
-  No Left Turn
-  No Right Turn
-  Left Lane Merge
-  Right Lane Merge
-  Road Closed
-  Road Closed with Left Arrow
-  Road Closed with Right Arrow
-  Road Closed & Local Traffic Only
-  Pedestrian Detour Left
-  Pedestrian Detour Right
-  Pedestrian Use Other Sidewalk
-  Chalets
-  Chalets Temporary Position
-  Crane
-  Crane Counterweights
-  Perimeter

Total Equipment

(Some equipment from day 1 will be used for day 2)

Total to pick-up at Woodroffe Thursday April 15th	Total
Barricades	16
Barrels	52
Men at Work	12
Merge Arrow Left	1
Merge Arrow Right	1
No Left Turn	4
No Right Turn	2
Left Lane Merge	1
Right Lane Merge	1
Road Closed	6
Road Closed with Left Arrow	2
Road Closed with Right Arrow	1
Road Closed & Local Traffic Only	2
Pedestrian Detour Left (455442= big one)	1
Barricades (Pedestrian Detour left)	4
Pedestrian Detour Right (455444= big one)	1
Barricades (Pedestrian Detour Right)	4
Sidewalk Closed	2
Stanchion weights in Crate (octagonal)	All

Equipment Distribution 2021

Rest Area	Colonel By Drive			Queen E. Drive	TOTAL FOR THE DAYS
	Rideau Concord	Bronson	Total	Fifth	
Barricades	8	7	15	2	17
Barrels	17	20	37	15	52
Flagman	4	2	6	2	8
Marshal in Vehicle	2	2	4	1	5
Men at Work	3	5	8	5	13
Merge Arrow Left	1		1		1
Merge Arrow Right		1	1		1
No Left Turn	2	1	3	1	4
No Right Turn	1		1	1	2
Left Lane Merge		1	1		1
Right Lane Merge	1		1		1
Road Closed	2	4	6		6
Road Closed with Left Arrow	1		1	1	2
Road Closed with Right Arrow				1	1
Road Closed & Local Traffic Only	2		2		2
Pedestrian Detour Left (Post)	0	0	0	1	1
Barricades (Pedestrian Detour left)	2	1	3	1	4
Pedestrian Detour Right (Post)	0	0	0	1	1
Barricades (Pedestrian Detour Right)	2	1	3	1	4
Sidewalk Closed	2	2	4	2	6

DAY 1

April 16th

FIFTH AVENUE

Fifth First Aid Trailer
Fifth Washroom Trailer
Fifth Chalet

Road Closure Segment:
Fifth avenue to Bank Street
(Queen Elizabeth Drive)

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

FIFTH



Total Equipment

- Flagman (2)
- Marshal in Vehicle (1)
- Men at Work (5)
- No Left Turn (1)
- No Right Turn (1)
- Road closed with Left Arrow (1)
- Road close with Right Arrow (1)
- Barrels (15)
- Barricades (2)
- Barricade with Pedestrian Detour Right (1)
- Barricade with Pedestrian Detour Left (1)
- Barricade with Sidewalk Closed (2)

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

FIFTH



Total Equipment

Fifth

- Barrels (5)
- Flagman (1)
- Men at Work (2)
- No Right Turn (1)
- Road close with Right Arrow (1)
- Barricades (2)
- Barricade with Pedestrian Detour Right (1)
- Barricade with Sidewalk Closed (1)
- Post Pedestrian Detour Right (1)
- Post Pedestrian Detour Left (1)

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

FIFTH



Total Equipment

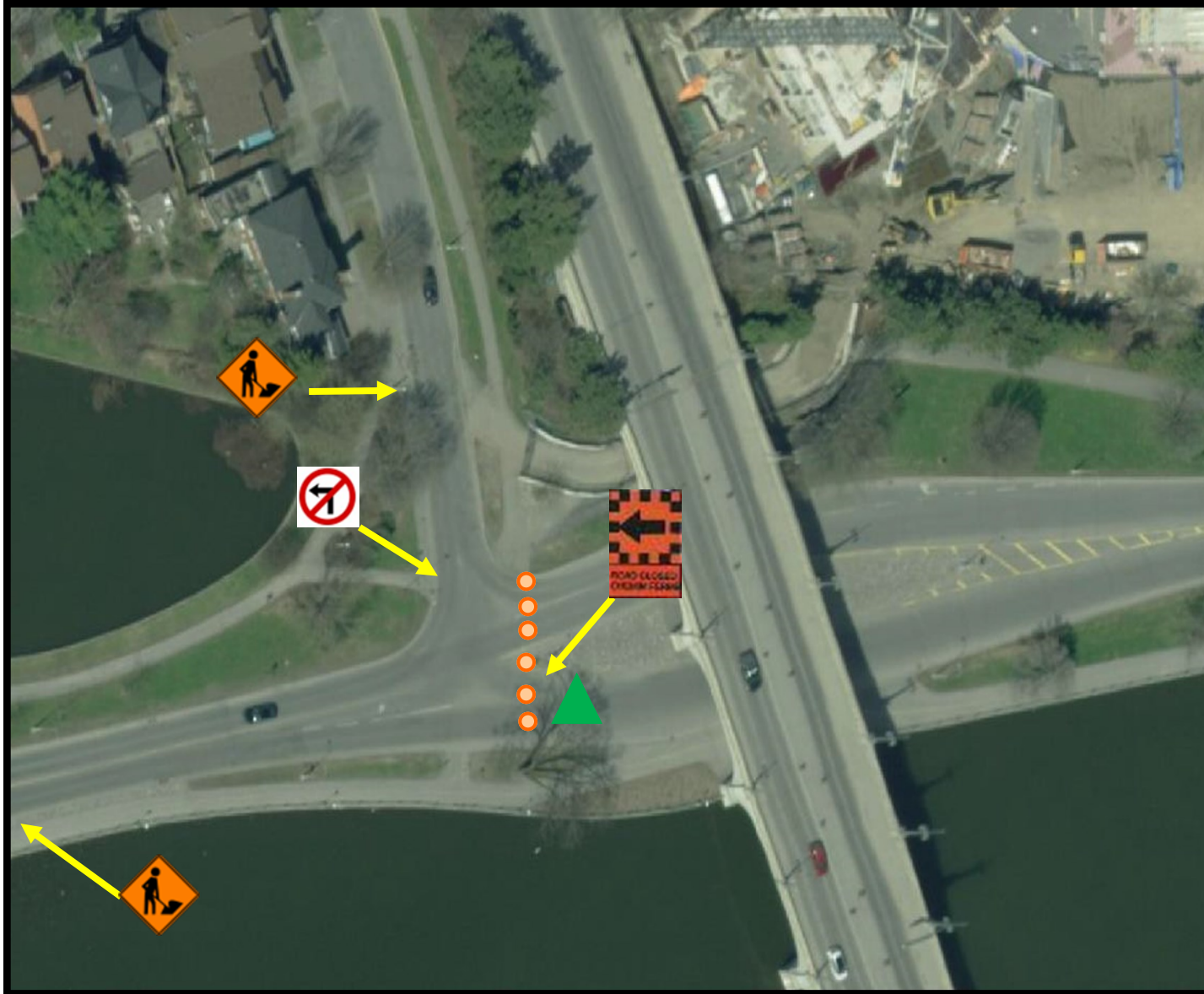
Princess Patricia Way

- Barrels (4)
- Flagman (1)
- Barricades (2)
- Barricade with Pedestrian Detour Left (1)
- Barricade with Sidewalk Closed (1)

Vehicles can exit Lansdowne going right once the Chalets have passed the exit.

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

FIFTH



Total Equipment

Bank Street

- Barrels (6)
- Marshal in Vehicle (1)
- Men at Work (2)
- No Left Turn (1)
- Road closed with Left Arrow (1)

DAY 1
April 16th
BRONSON

Bronson Chalet
Bronson Washroom
Bronson Electrical Kiosk

Road Closure Segment:
Bronson Avenue to Hog's Back Road
(Colonel By Drive)

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

BRONSON

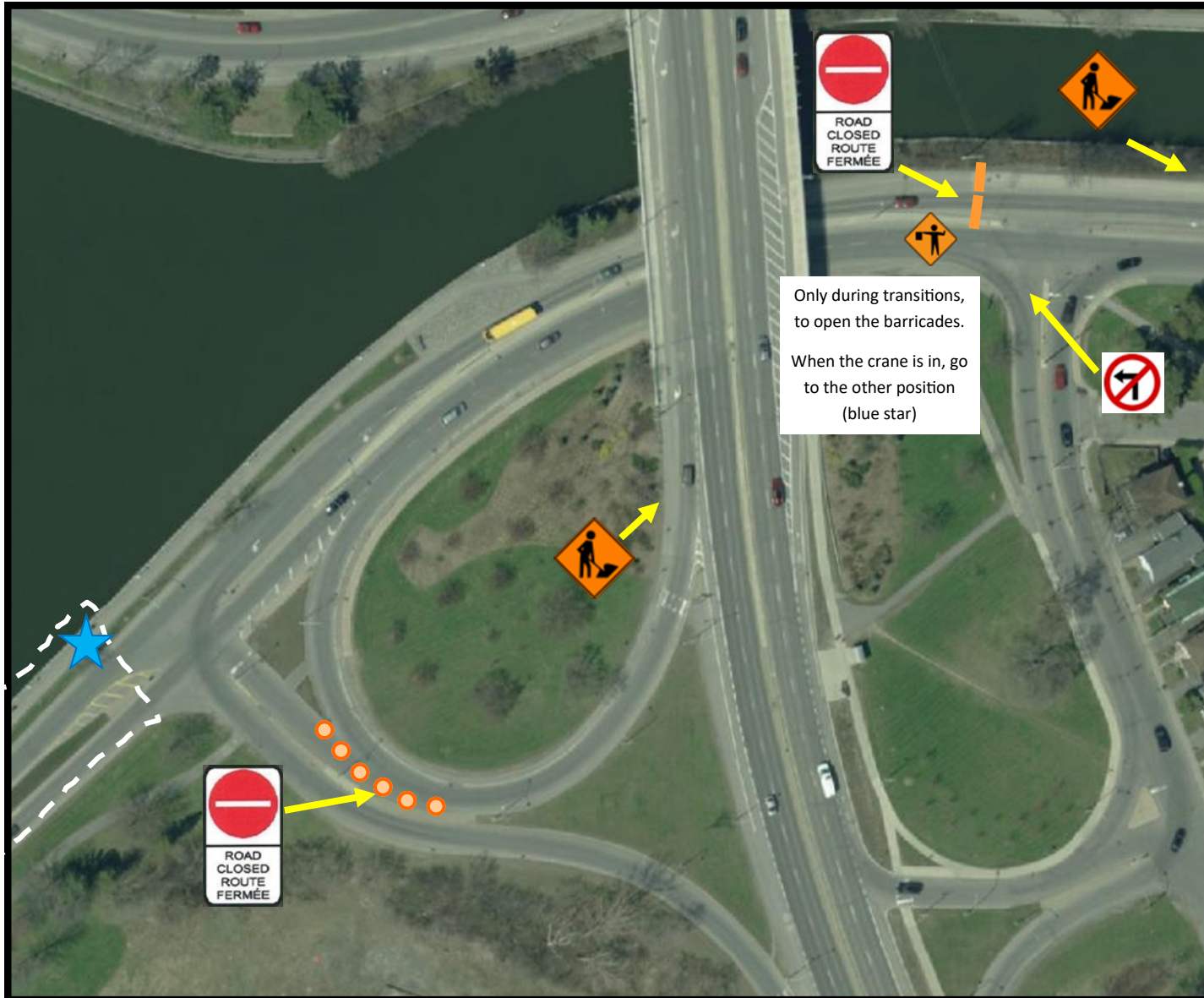


Total Equipment

- Flagman (2)
- Marshal in Vehicle (2)
- Men at Work (5)
- No Left Turn (1)
- Merge Arrow Right (1)
- Left Lane Merge (1)
- Road Closed (4)
- Barrels (20)
- Barricades (7)
- Barricade with Pedestrian Detour Left (1)
- Barricade with Pedestrian Detour Right (1)
- Barricade with Sidewalk Closed (2)

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

BRONSON



Total Equipment

Bronson Avenue

- Barricades (2)
- Barrels (6)
- Flagman (1)
- Men at Work (2)
- No Left Turn (1)
- Road Closed (2)

Removal of the Rideau Canal Skateway Chalets
Déménagement des Chalets de la Patinoire du Canal Rideau

BRONSON



Total Equipment

Bronson Parking

- Flagman (2)
- Barricade with Pedestrian Detour Left (1)
- Barricade with Pedestrian Detour Right (1)
- Barricade with Sidewalk Closed (2)

BRONSON



Total Equipment

University Road

- Barricades (4)
- Marshal in Vehicle (1)
- Men at Work (1)
- Road Closed (1)

BRONSON



Total Equipment

Hog's Back Road

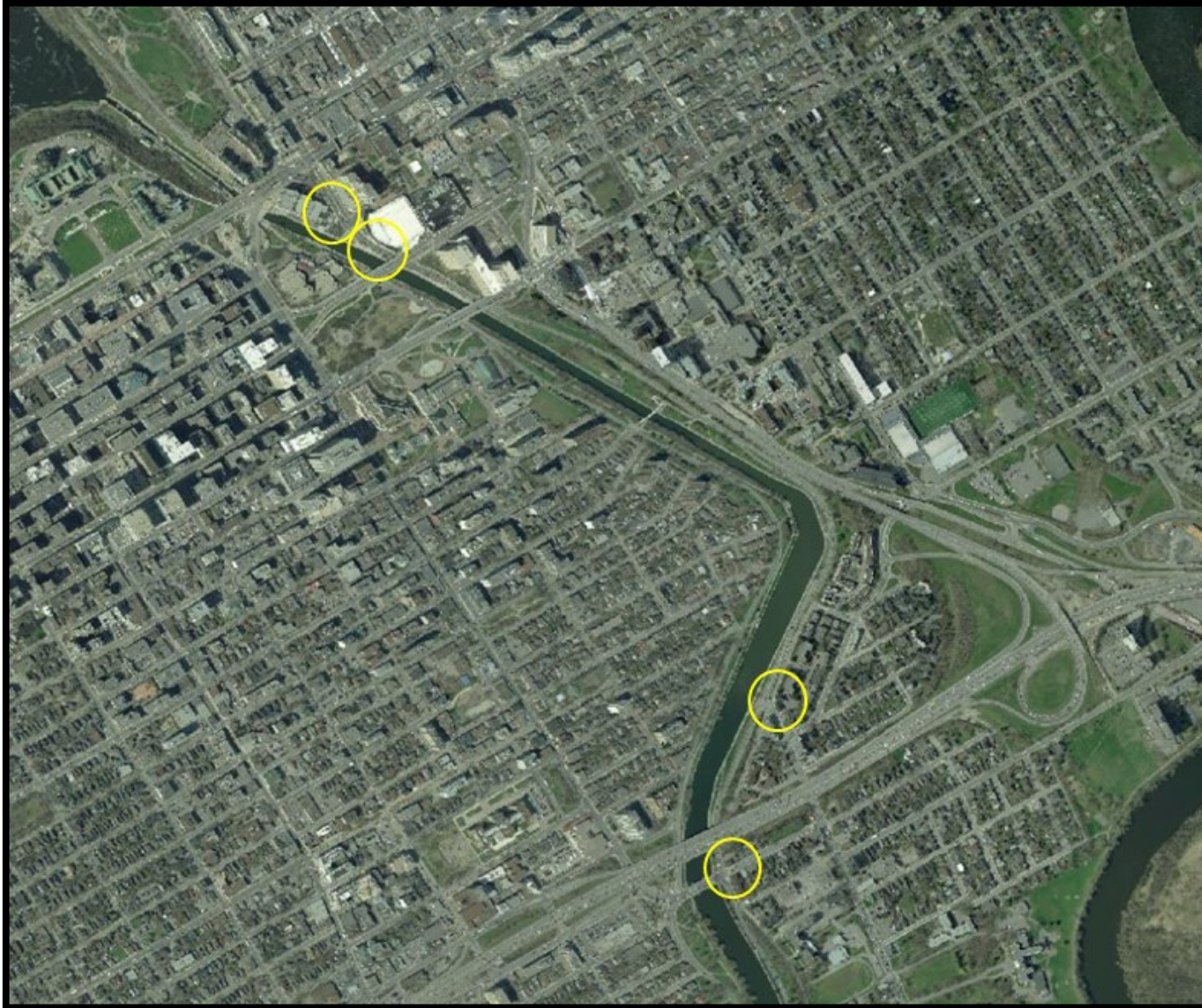
- Barricades (1)
- Barrels (14)
- Marshal in Vehicle (1)
- Men at Work (2)
- Merge Arrow Right (1)
- Left Lane Merge (1)
- Road Closed (1)

DAY 2
April 17th
Rideau and Concord

Rideau Chalet
Rideau Washroom
Concord Chalet
Concord Washroom

Road Closure Segment:
Daly Avenue to Hawthorne Avenue
(Colonel By Drive)

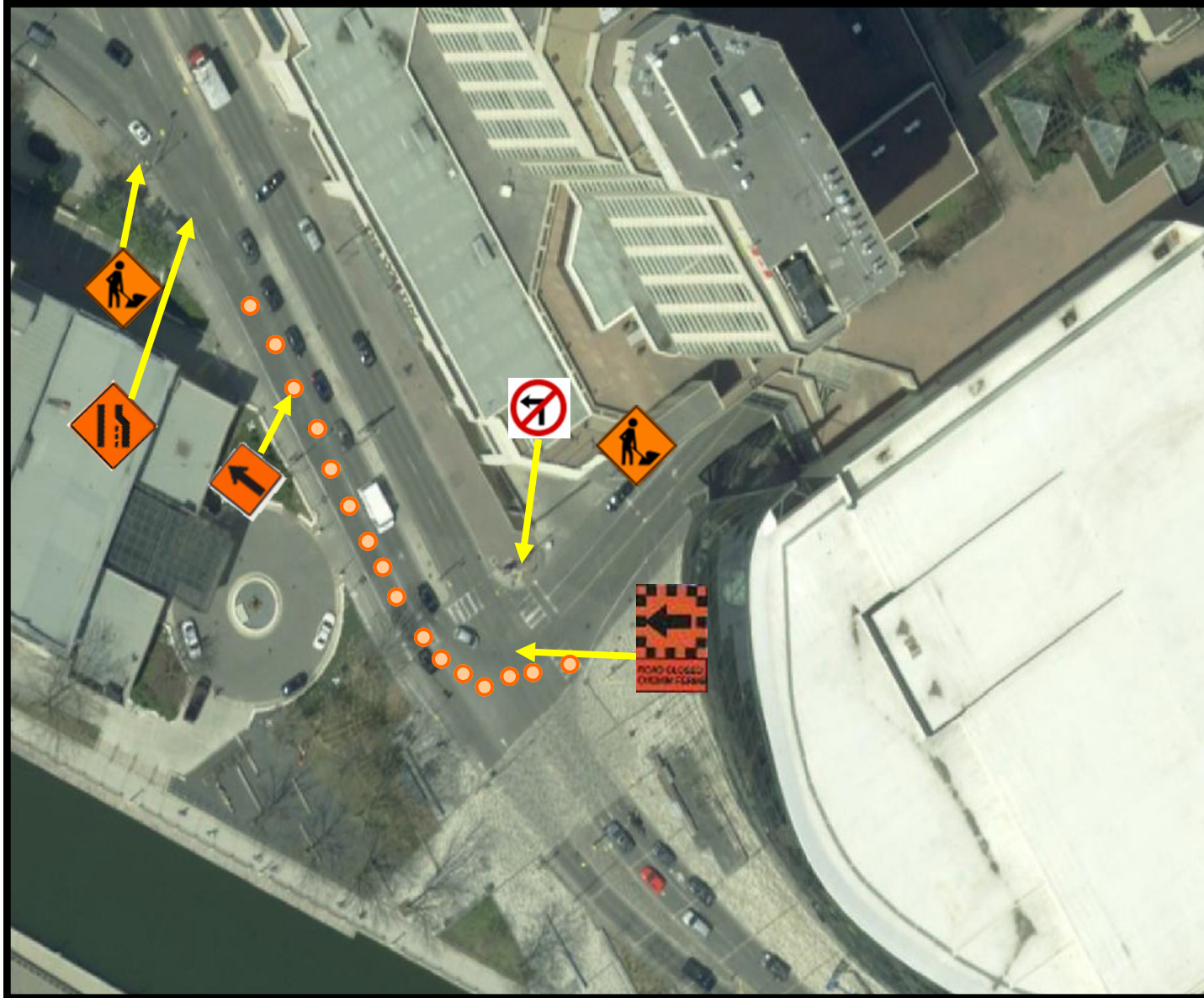
Rideau and Concord



Total Equipment

- Barricades (8)
- Barrels (17)
- Flagman (4)
- Marshal in Vehicle (2)
- Men at Work (3)
- Merge Arrow Left (1)
- No Left Turn (2)
- No Right Turn (1)
- Right Lane Merge (1)
- Road Closed (2)
- Road Closed with Left Arrow (1)
- Road Closed & Local Traffic Only (2)
- Barricade with Pedestrian Detour Left (2)
- Barricade with Pedestrian Detour Right (2)
- Barricade with Sidewalk Closed (2)

Rideau and Concord



Equipment

***See next page for
Daly Avenue***

Rideau and Concord

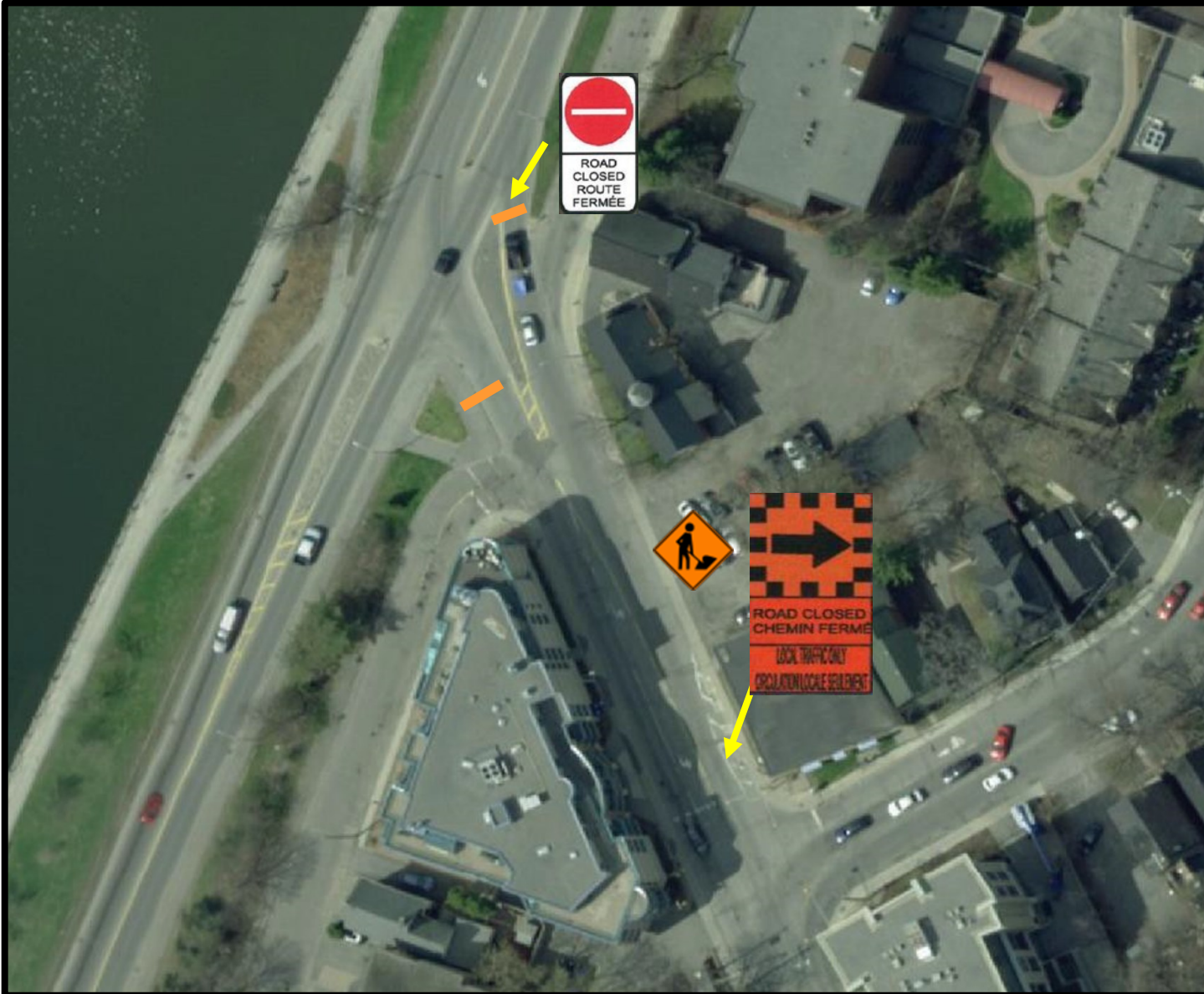


Equipment

Daly Avenue

- Marshal in Vehicle (1)
- Barrels (15)
- Flagman (4)
- Men at Work (2)
- Merge Arrow Left (1)
- No Left Turn (1)
- Right Lane Merge(1)
- Road Closed with Left Arrow (1)
- Barricade with Pedestrian Detour Left (1)
- Barricade with Pedestrian Detour Right(1)
- Barricade with Sidewalk Closed (2)

Rideau and Concord



Equipment

Main Street

- Barricades (2)
- Road Closed (1)
- Men at Work (1)
- Road Closed & Local Traffic Only (1)

Concord



Equipment

Concord

During Concord Removal

- Flagman (1)
- Barricades (2)
- Barricade with Pedestrian Detour Left (2)
- Barricade with Sidewalk Closed (1)

Concord



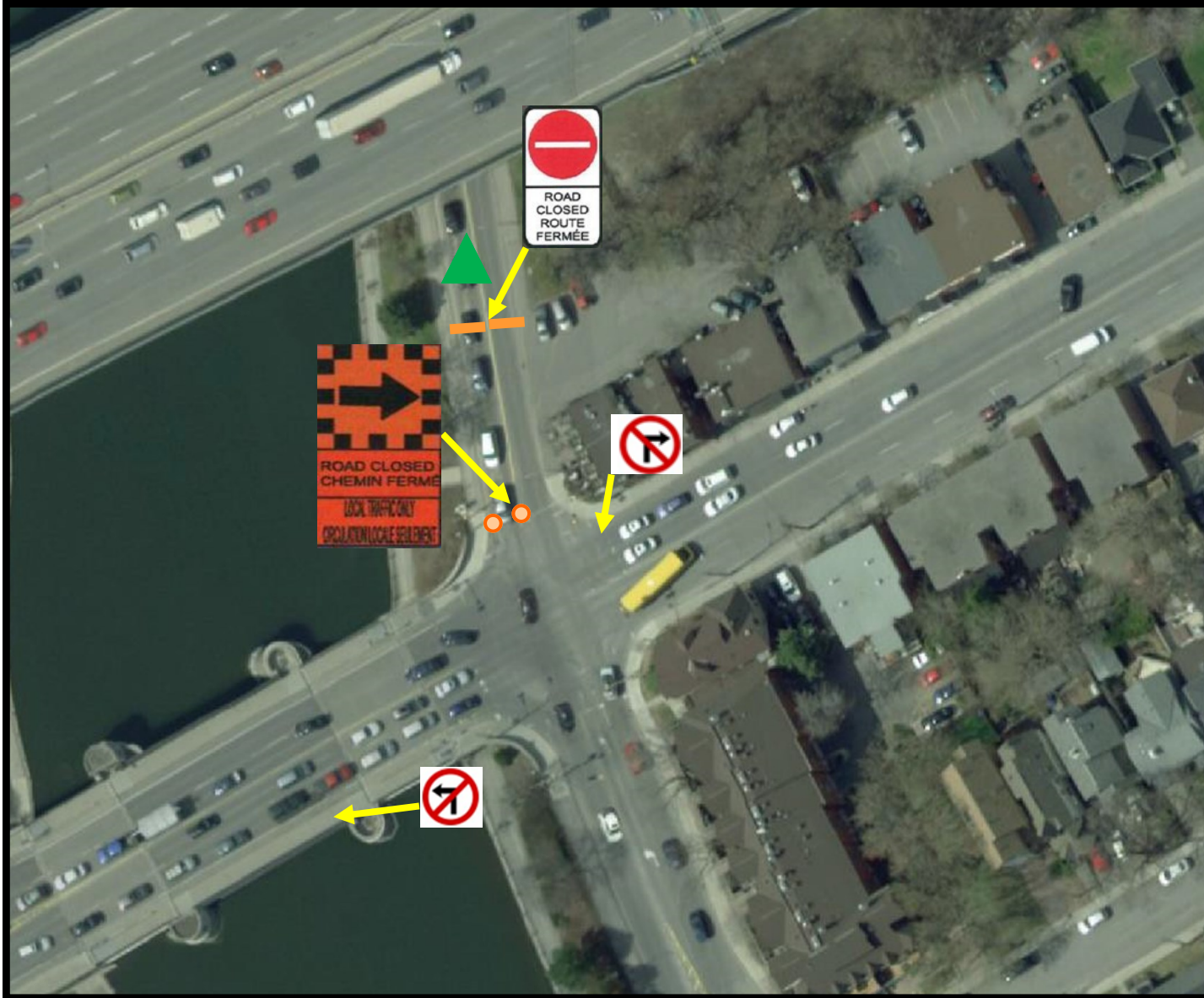
Equipment

Main Street

During Concord Removal

- Flagman (1)
- Barricades (2)
- Barricade with Pedestrian Detour Right(2)

Rideau and Concord

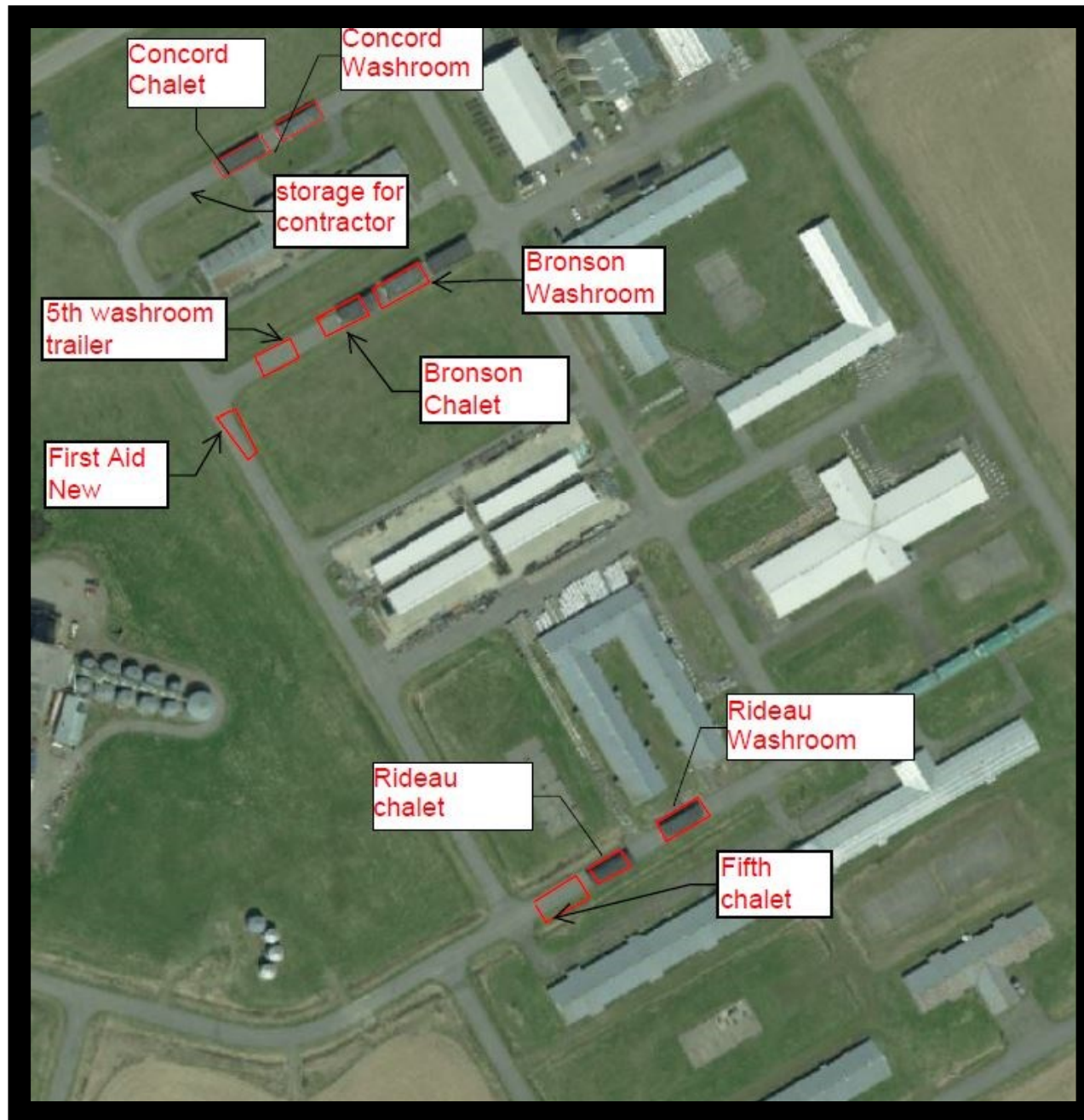


Equipment

Hawthorne Avenue

- Barricades (2)
- Barrels (2)
- Marshal in Vehicle (1)
- No Left Turn (1)
- No Right Turn (1)
- Road Closed (1)
- Road Closed & Local Traffic Only (1)

Woodroffe

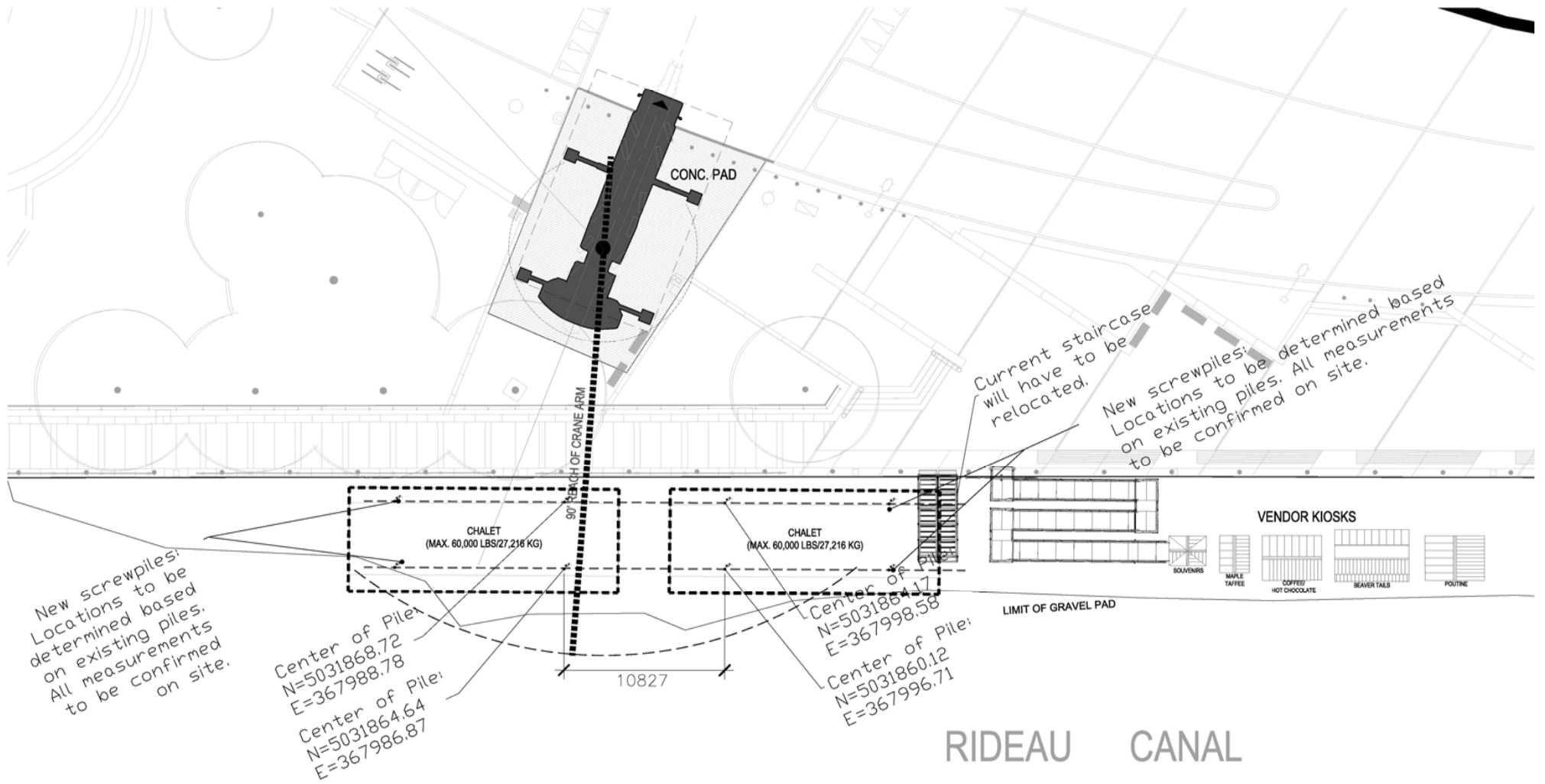




NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Appendix 4

Crane position at Rideau rest area



Drawing Not To Scale

*This sketch assumes a 90' reach of crane arm, confirmation of crane capacity is required from a qualified engineering professional. This sketch is intended for discussion purposes only.

INSTRUCTIONS TO TENDERERS

1. Address

The tender shall be sent By email: Bids-Soumissions@ncc-ccn.ca

2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to email tenders in good time as tenders received after the specified time and date will not be accepted or considered.

3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender/Contract form.

Faxed tenders unless otherwise stated.

Tenders and amendments received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

In the event that security is required under these instructions and is not provided with the tender, the tender is subject to disqualification.

4. Revision of Tenders

The tenderer may revise his tender by email received before the tender closing date and time.

Changes must be clearly identified.

5. Security Requirements

1. Security with Tender - In the event that security is required as indicated under section 2 of the Tender/Contract, the tender when submitted must be accompanied by the security in the amount as indicated.

INSTRUCTIONS TO TENDERERS

2. Acceptable Security

- i) A bid bond from a company acceptable to the National Capital Commission and in terms satisfactory to the National Capital Commission.

OR

- ii) Bonds of the Government of Canada payable to bearer.

3. Upon notification of acceptance of tender :

1. If the tender is valued at less than \$30,000.00 including taxes, the successful tenderer may be called upon by the Finance and Procurement Services to provide the security deposit as described in Clause 2 of the Tender/Contract.
2. If the tender is valued in excess of \$30,000.00 including taxes, the successful tenderer shall be called upon by Procurement Services to provide the security as described in Clause 2 of the Tender/Contract.

6. Acceptance of Offer

The lowest or any tender not necessarily accepted.

7. Completion of Tender/Contract Form

Insert prices for units of measure and estimated quantities as shown on the Tender/Contract form or insert the lump sum of the tender in Clause 3.

If description, units of measure and estimated quantities are shown on the Tender/Contract form, insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers to the Total column and add the Total column. Calculate the GST and QST (if applicable) on the total amount.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender/Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

INSTRUCTIONS TO TENDERERS

The tenderer should retain a copy of the tender for his record.

8. Insurance

The Contractor shall maintain such insurance or pay such assessments as will protect him and the National Capital Commission from claims under the Worker's Compensation Acts and from any other claims for damages for personal injury including death, and from claims for property damage which may arise from his operations under this contract. Certificates of such insurance shall be filed with the National Capital Commission for protection. Such insurance certificates shall be maintained until the National Capital Commission certifies that the work is complete.

Liability insurance naming the National Capital Commission as co-insured shall be maintained by the Contractor for Public Liability and Property Damage in an amount of not less than \$5,000,000.00. Insurance is to cover damage resulting from accident as well as negligence. A copy of the policy must be given to the National Capital Commission prior to commencing work.

NOTE: These Instructions need NOT be submitted with your tender.

9. Applications for Approval Certificates

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

BID BOND

	Bond Number _____
	Amount \$ _____

KNOW ALL MEN BY THESE PRESENTS, that _____ as Principal, hereinafter called the Principal, and _____ as Surety, hereinafter called the Surety, are, subject to the conditions hereinafter contained, held and firmly bound unto the National Capital Commission as Obligee, hereinafter called the NCC, In the amount of _____ dollars (\$ _____), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED AND SEALED this _____ day of _____, _____. WHEREAS, the Principal has submitted a written tender to the NCC, dated the _____ day of _____, _____, for: _____.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that if:

- (a) The Principal, should his tender be accepted within the period be specified by the NCC, or, if no period be specified, within sixty (60) days after closing date of the tender:
 - 1. does execute within a period specified by the NCC, or, if no period be specified therein, within fourteen (14) days after the prescribed forms are presented to him for signature, execute such further contractual documents, if any, as may be required by the terms of the tender as accepted; and does
 - 2. upon notification of acceptance of tender, furnish a Performance Bond and a Payment of Labour and Material Bond for each at 20% of the three (3) year CONTRACT TOTAL;
- (b) the Principal does pay to the NCC the difference between the amount of the Principal's tender and the amount of the Contract entered into by the NCC for the work, supplies and services which were specified in the said tender, if the latter amount be in excess of the former,

then, this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that the Surety and the Principal shall not be liable to the NCC for an amount greater than the amount specified in the bond.

PROVIDED FURTHER that the Surety shall not be subject to any suit or action unless such suit or action is instituted and process therefore served upon the Surety at its Head Office in Canada, within twelve (12) months from the date of this bond.

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority, the day and first above written.

SIGNED, SEALED AND DELIVERED in the presence of:

Principal	
Witness	
Surety	

Note: Affix Corporate seal if applicable.

GENERAL CONDITIONS

1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chief Executive Officer and/or Executive Director upon the award of this contract.
2. "work" includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the National Capital Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

3. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

4. Property of the National Capital Commission

The Contractor shall be responsible for any loss of or damage, excluding reasonable wear and tear, to any property of the National Capital Commission arising out of the performance of the work whether or not such loss arises from causes beyond his control. Such property shall only be used by the Contractor as may be directed by the Project Manager/Officer and the Contractor shall, at any time when requested to do so, account to the Project Manager/Officer for the use of such property.

GENERAL CONDITIONS

5. **Permits and By-Laws**

The Contractor shall comply with all laws and regulations, relating to the work whether federal, provincial or municipal, as if the work was being constructed for a person other than the National Capital Commission and shall pay for all permits and certificates required in respect of the execution of the work.

6. **Canadian Labour and Materials**

Insofar as is practicable the Contractor shall employ and use Canadian labour and materials in the execution of the work and utilize the services of the Canada Manpower Centre in the recruitment of such labour.

7. **Publicity**

1. The Contractor will neither permit any public ceremony, nor erect or permit the erection of any sign or advertising, in connection with the work without the approval of the Project Manager/Officer.
2. All exterior signs erected by the contractor will be in both official languages and subject to NCC approval.

8. **Materials, Equipment, etc. to become Property of the National Capital Commission**

All materials and plants used or provided for the work shall be the property of the National Capital Commission, shall not be removed from the site of the work and shall be used only for the purpose of the work, until the Project Manager/Officer shall certify that they are, if not incorporated in the work, no longer required for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or plants that are the property of the National Capital Commission by virtue of this section.

9. **Contractor's Superintendent and Workers**

The Contractor will keep a competent superintendent on the site of the work at all times during the progress of the work unless otherwise authorized by the Project Manager/Officer. The superintendent must be acceptable to the Project Manager/Officer and have the authority to receive on behalf of the Contractor any order or communication in respect of the contract. Any superintendent and workers not acceptable to the Project Manager/Officer because of incompetency, improper conduct or security risk will be removed from the site of the work and replaced forthwith.

GENERAL CONDITIONS

10. Co-operation with other Contractors

The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Project Manager/Officer. If the sending onto the work of other contractors and workers could not have been reasonably foreseen by the Contractor when entering into the contract, and if, in the opinion of the Project Manager/Officer the Contractor has incurred additional expense by such action, and if the Contractor has given written notice of claim within thirty days of such action, the National Capital Commission will pay the cost of such additional expense to the Contractor calculated in accordance with Section 20.

11. Claims Against and Obligations of the Contractor or Subcontractor

1. The Contractor shall ensure that all his lawful obligations and lawful claims against him arising out of the execution of the work are discharged and satisfied, at least as often as this contract requires the National Capital Commission to discharge its obligations to the Contractor and shall supply the Project Manager/Officer with a Statutory Declaration deposing to the existence and condition of such claims and obligations when called upon to do so.
2. The National Capital Commission may, in order to discharge lawful obligations and satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of the work, pay any amount, which is due and payable to the Contractor under the contract and from a conversion or a negotiation of the security referred to in Section 18 hereof, if any, directly to the obligees of and the claimants against the Contractor or the subcontractor.

12. Project Manager/Officer's Rights and Obligations

The Project Manager/Officer shall:

1. have access to the work at all times during its execution and the Contractor will provide the Project Manager/Officer with full information and assistance in order that he may ensure that the work is executed in accordance with the contract;
2. decide any question as to whether anything has been done as required by the contract or as to what the Contractor is required by the contract to do, including questions as to the acceptability of, the quality or quantity of any labour, plant or material used in the execution of the work, and the timing and scheduling of the various phases of the work;
3. have the right to order additional work, dispense with, or change the whole or any part of the work provided for in the plans and specifications. The Project Manager/Officer shall decide whether anything done or not done as a result of directions given under this subsection has increased or decreased the cost of the work to the Contractor and the amount payable under the contract to the Contractor will be increased or decreased accordingly by an amount calculated in accordance with Section 20 hereof.

The Contractor shall comply with any decision or direction of the Project Manager/Officer given under this section.

GENERAL CONDITIONS

13. **Delay, Non-compliance, or Default by the Contractor**

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the National Capital Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 17.

14. **Changes in soil conditions, National Capital Commission delays**

1. The Contractor will receive no additional payment for additional costs incurred due to loss, damage or any other reason whatsoever, without the express certification of the Architect/Engineer that the additional cost, loss or damage is directly attributable to:
 - i) in the case of a flat-rate contract, a significant difference between the soil condition information contained in the plans and specifications and actual on-site soil conditions;
 - ii) negligence or delay on the part of the National Capital Commission, following the contract signing date, in providing complete information or in executing its full contract responsibilities or, according to current trade practice, the Contractor has submitted to the Architect/Engineer a written notice of claim for additional costs, loss or damages, not later than thirty (30) days following the date on which the varying soil conditions were noticed, or the date on which said negligence or delay commenced. The amount of any additional payments to be issued under this article will be calculated as per Article 20.
2. If, in the opinion of the Architect/Engineer, the Contractor has ensured a savings due to the differing soil conditions cited above, the amount of this savings will be deducted from the total price of the Contract stated in Article 1 of the Offer and Agreement.

15. **Protesting Project Manager/Officer's Decision**

If the Contractor, within 10 days of receiving any decision or direction of the Project Manager/Officer, gives written notice to the Project Manager/Officer that the decision or direction is accepted under protest, the National Capital Commission will pay to the Contractor the cost, calculated according to Section 20, of anything that the Contractor was required to do, as a result of the decision or direction, beyond what the contract correctly understood would have required him to do.

16. **Suspension or Termination of the Contract**

GENERAL CONDITIONS

1. The National Capital Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.
2. If the National Capital Commission suspends the work for 30 days or less the Contractor must, subject to his remedy under Section 15 hereof, complete the work when called upon to do so. If the National Capital Commission suspends the work for a period in excess of 30 days the Contractor may request the National Capital Commission to terminate the work under sub-section 4 hereof.
3. If the National Capital Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.
4. If the National Capital Commission terminates the work other than in accordance with sub-section 3 hereof, the National Capital Commission will pay to the Contractor an amount calculated in accordance with Section 20 hereof subject to any additions or deductions otherwise provided by the General Conditions or Labour Conditions less any payments made pursuant to Section 25.3, hereof. In no event, however, shall such amount be greater than the amount which would have been payable to the Contractor had the contract been completed.

17. Security Deposit

If any security deposit is provided by the Contractor pursuant to this contract it shall be dealt with in accordance with the Government Contracts Regulations, provided that if the Contractor is in breach or default under the contract the National Capital Commission may convert or negotiate such security to its own use. If a Labour and Material Payment Bond is provided pursuant to the contract the Contractor shall post on the site of the work a notice to that effect which shall include the name and address of the Surety, definition of those persons protected therein and an outline of the procedure for submitting a claim.

18. No Additional Payment

The amount payable to the Contractor under this contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant, labour or material, except that, in the event of a change in any tax, that affects the cost of any materials incorporated or to be incorporated in the work, imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or Customs Tariff, made public after the date of the submission of the tender, an appropriate adjustment may be made.

GENERAL CONDITIONS

19. Determination of Costs

For the purposes of Section 11, 13.3, 15, 16 and 17.4, the amount payable to the Contractor shall, subject to the provisions of Section 25.2.ii) hereof, be based on the unit prices, if any, set out in Clause 4 of the Offer and Agreement. If such unit prices are not applicable the Project Manager/Officer and the Contractor may mutually agree on the amount payable. Failing such agreement the amount payable shall be the reasonable and proper expenses paid or legally payable by the Contractor directly attributable to the work plus 10% of such expenses to cover overhead, including finance and interest charges, and profit, as certified by the Project Manager/Officer.

20. Records to be Kept by Contractor

1. The Contractor shall maintain full records of his estimates of and actual cost to him of the work together with all proper tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, shall make them available to audit and inspection by the National Capital Commission, or by persons acting on its behalf, shall allow them to make copies thereof and to take extracts therefrom, and shall furnish them with any information which they may require from time to time in connection with such records.
2. The records maintained by the Contractor pursuant to this section shall be kept intact until the expiration of two years from the date of issuance of the Final Certificate of Completion under sub-section 24 of the General Conditions or until the expiration of such other period as the National Capital Commission may direct.
3. The Contractor shall require all subcontractors and all firms, corporations and persons directly or indirectly having control of the Contractor to comply with Sections 1 and 2 as if they were the Contractor.

21. Extension of Time

The National Capital Commission may, on the application of the Contractor, made before the day fixed for the completion of the work, extend the time for completion of the work. The Contractor shall pay to the National Capital Commission an amount equal to the National Capital Commission's expenses and damages incurred or suffered by reason of the delay in completion of the work unless in the opinion of the National Capital Commission such delay was due to causes beyond the control of the Contractor.

22. Cleaning of Work

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Project Manager/Officer.

GENERAL CONDITIONS

23. Project Manager/Officer's Certificates

On the day that the work has been completed and the Contractor has complied with the contract and all orders and directions pursuant thereto to the satisfaction of the Project Manager/Officer, the Project Manager/Officer will issue to the Contractor a Final Certificate of Completion. In the case of a unit price contract, the Project Manager/Officer will at the same time issue a Final Certificate of Measurement setting out the final quantities used or employed in respect of the classes and units set out in the Unit Price Table, and any subsequent amendments thereto, under Clause 4 of the Offer and Agreement, such certificate to be binding upon the Contractor and the National Capital Commission.

24. Payment

1. The National Capital Commission will pay and the Contractor will accept as full consideration for the work performed and executed an amount by which the amount referred to in Clause 1 of the Offer and Agreement together with the aggregate of the amounts payable by the National Capital Commission under Section 11, 13.3, 15.1, 16 and 19 minus the aggregate of any payments by the National Capital Commission under Section 12 and indemnification and amounts payable to or costs and damages incurred by the National Capital Commission under Sections 4, 5, 9, 13.3, 14, 15.2, 17.3, 19 and 22.
2. In the case of a unit price contract:
 - i) The amount referred to in Clause 1 of the Offer and Agreement will be deemed to be the amount computed by totalling the products of the unit prices set out in Clause 4 of the Offer and Agreement, as amended pursuant to sub-paragraph ii) hereof, if applicable, and the actual quantities of such units as set out in the Project Manager/Officer's Final Certificate of Measurement, subject to and, adjustment provided for in sub-paragraph ii) of this sub-section.
 - ii) The Project Manager/Officer and the Contractor may, by agreement in writing, add to the aforesaid Unit Price Table other classes of labour, etc., units of measure, estimated quantities and prices per unit, and may if the actual quantities as set out in the aforesaid Final Certificate of Measurement exceed or fall short of the estimated quantities in respect of any item(s) shown in the aforesaid Unit Price Table by more than 15% amend the unit prices shown in the Unit Price Table for such items, provided that in the event the actual quantities exceed the estimated quantities by more than 15% the aforementioned amendment to the unit prices shall apply only to the actual quantities in excess of 115% of the estimated quantities. Where the Project Manager/Officer and the Contractor fail to agree on the amount of any adjustment as contemplated by this sub-section the revised or new prices per unit shall be determined in accordance with Section 20 hereof.

GENERAL CONDITIONS

3. If the amount of the Contract is in excess of \$5,000 the Contractor shall be entitled to receive progress payments upon submitting Progress Claims which must be approved by Progress Reports issued by the Project Manager/Officer at monthly intervals. The amount to be paid to the Contractor for a progress payment shall be 90% of the value of the work certified by the Project Manager/Officer in the Progress Report as having been completed since the date of the immediately preceding Process Claim, if any, when a Labour and Material Payment Bond has been furnished under the contract the amount to be paid under this sub-section shall be 95% of the value certified by the Project Manager/Officer.
4. Sixty (60) days after the issue by the Project Manager/Officer of the Final Certificate of Completion there shall become due and payable to the Contractor the amount described in sub-section 1 of this section less the aggregate of the amounts, if any, paid pursuant to sub-section 3 of this section.
5. Notwithstanding sub-sections 3 and 4 of this section, no payments shall be due or payable to the Contractor if he has failed to supply any Statutory Declaration pursuant to Section 12, surety bond or security deposit pursuant to Clause 5 of the Offer and Agreement.
6. A payment by the National Capital Commission pursuant to this section shall not be construed as evidence that the work is satisfactory or in accordance with the contract.
7. Delay in making a payment by the National Capital Commission under this section shall not be deemed to be breach of the contract. However, subject to sub-section 5 of this section, if payment of any Progress Claim under sub-section 3 of this section is not made within 60 days of the date of receipt of the Contractor's Progress Claim, such Progress Claim shall be deemed to be overdue and the Contractor shall be entitled to interest at the rate of 5% per annum of the amount overdue for the period commencing at the end of the forty-fourth day after the said date of receipt of the Progress Claim and ending on the date paid.
8. The National Capital Commission may set-off against any amount payable or debt due by the National Capital Commission under this contract the amount of any debt due to the National Capital Commission under this contract or any other contract between the Contractor and the National Capital Commission.

25. Correction of defects

Should the Contractor receive notice from the Architect/Engineer requiring the correction, at the Contractor's expense, of any defect or vice, regardless the cause, the Contractor will complete the necessary corrections on or before the deadline specified in said notice, in the event that the defect or vice becomes evident not later than twelve (12) months following the date of the Final Certificate of Completion.

GENERAL CONDITIONS

26. Liability Insurance

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the National Capital Commission as additional insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the National Capital Commission to a limit of not less than five million (\$5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the National Capital Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The National Capital Commission reserves the right to cancel the contract if the National Capital Commission does not receive the said certificate in which event the contract shall be null and void.

27. Workers Compensation

Successful construction project Contractors shall be required to provide evidence of compliance with workers' compensation legislation applicable to the place of the work including payments due thereunder, prior to award of the contract. Every successful construction project Contractor shall be required to provide evidence of such compliance at the time of submitting its first progress claim, at the time of substantial performance of the Work, and prior to issuance of the Certificate of Completion.

Occupational Health and Safety Requirements

1. General

- 1.1** In this Contract “OHS” means “occupational health and safety”.
- 1.2** With respect to the work to be performed under the Contract, the Contractor covenants and agrees to perform at, and to enforce conformity with, a standard equivalent to or greater than the best practices prevailing in the construction industry at that time.
- 1.3** The Contractor acknowledges that, to the extent that the following matters may be affected by conduct of the work, it is responsible for the:
- 1.3.1 health and safety of persons on site;
 - 1.3.2 safety of property on site;
 - 1.3.3 protection of persons adjacent to the site; and,
 - 1.3.4 protection of the environment.
- 1.4** Without limiting the generality of section 1.3, the Contractor acknowledges that it is required to, and covenants and agrees to, comply and to enforce compliance with all laws or regulations that may be applicable to the conduct of the work including, without limitation:
- (a) the provisions of the *Occupational Health and Safety Act* of Ontario and all regulations, policies or directives issued thereunder for work performed in Ontario;
 - (b) *La Loi sur la santé et la sécurité du travail* of Québec and all regulations, policies or directives issued thereunder for work performed in Québec;
 - (c) Applicable provisions of the *Canada Labour Code, Part II*;
 - (d) Employment standards legislation in the province(s) in which any part of the work is performed; and
 - (e) Any policies or directives issued by the NCC in respect of the subject matter of the contract.
- The NCC will present any such policies or directives referred to in paragraph (e) to the Contractor in written form by not later than the pre-construction meeting. The Contractor is obliged to ensure that the relevant policies and directives have been communicated to and acknowledged by all its employees and that they will be complied with. The NCC reserves the right to require the Contractor to produce evidence satisfactory to the NCC acting reasonably that the Contractor has discharged the foregoing obligations.
- 1.5** By entering into the Contract with the NCC, the Contractor represents and warrants to the NCC that it has informed itself of and is knowledgeable about the obligations imposed by the legislation referred to in 1.4. above.
- 1.6** For purposes of the relevant provincial OHS legislative regime the Contractor acknowledges and agrees that it is the “Constructor” and covenants to discharge and accept all liability for the performance of the obligations of the “Constructor” in respect of the work provided for in the Contract. Notwithstanding a determination by the relevant authority having jurisdiction that the NCC is the “Constructor” in the event of a dispute between the Contractor and the NCC, the

Contractor acknowledges and agrees that the Contractor shall be financially responsible for the implementation of protective measures necessary to fulfill the obligations of the “Constructor”.

- 1.7** As between the NCC and the Contractor, the NCC’s decision as to whether the Contractor is discharging its obligations in respect of OHS issues shall be definitive. Without limiting the generality of the foregoing, in the event of any dispute with respect to instructions given by the NCC’s designated representative, the Contractor may note such dispute, but must nevertheless forthwith comply with any such instructions.
- 1.8** The Contractor hereby indemnifies and agrees to hold harmless the NCC, its agents and employees, from and against any and all claims, demands, losses, costs (including legal fees on a full indemnity basis), damages, actions, suits or proceedings (hereinafter collectively referred to as “claims”) by third parties that arise out of or are attributable to the Contractor’s errors or omissions in the performance of the Contract. Without limiting the generality of the foregoing, this indemnification extends to any claims related to any violation of any statute or regulation relating to OHS matters.
- 1.9** The NCC shall provide the contractor:
- 1.9.1 a written description of every known and foreseeable health and safety hazard to which persons employed in the performance of the work may be exposed because of the nature of the site;
 - 1.9.2 a list of any prescribed materials, equipment, devices and clothing necessary because of the nature of the site;
 - 1.9.3 with written information indicating the prescribed circumstances and manner to use all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and,
 - 1.9.4 with a copy of any NCC policies and procedures that may be applicable in relation to the work site.
- 1.10** Without limiting the generality of 1.9, prior to the commencement of the work by the contractor, the contractor shall, at the contractor’s expense:
- 1.10.1 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are informed of any health and safety hazard described pursuant to 1.9.1;
 - 1.10.2 provide all persons employed in the performance of the work or granted access to the work or its site with prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2;
 - 1.10.3 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with the prescribed circumstances and manner all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and
 - 1.10.4 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with policies and procedures referred to in 1.9.4.

2. Qualifications of Personnel

- 2.1** By entering into this agreement the contractor represents and warrants that it has the requisite experience, training, formal certification and equipment to enable it to discharge the obligations enumerated in sections 1.3, 1.4, 1.5 and 1.6 above.
- 2.2** The Contractor represents and warrants that supervisory personnel employed by the Contractor in respect of performance of any part of the work have the requisite experience, authority, training, formal certification and equipment to ensure that the obligations enumerated in sections 1.3, 1.4, 1.5 and 1.6 above are discharged and agrees to deliver such evidence as may be required by the NCC from time to time to verify same.

3. Certification

- 3.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver a Worker's Compensation Clearance Certificate. Where the duration of the project is greater than sixty days, the Contractor covenants and agrees to deliver up-dated certificates at least every 60 days. In the event of a failure by the Contractor to deliver up-dated certificates, the NCC shall be entitled to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 3.2** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver historical information on its injury experience including any pertinent Worker's Compensation Experience Reports. Such historical information shall report data for the previous three years.

4. Plans Policies and Procedures

- 4.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver for the review and approval of the NCC:
- (a) A copy of the contractor's OHS policy;
 - (b) A safety program and plan specific to the work to be performed pursuant to the Contract which plan shall include a risk assessment and analysis, a description of safe working methods, injury and incident reporting protocols, regular periodic reporting on compliance with OHS obligations including any policies, practices and procedures otherwise provided for herein, and a site-specific contingency and emergency response plan; and
 - (c) Health and safety training records of personnel and alternates responsible for OHS issues on site.

The Contractor covenants and agrees to deliver the necessary material safety data sheets for the review and approval of the NCC prior to entering the site to perform work related to the relevant material.

Approval by the NCC does not amend the provisions of the Contract with respect to the allocation of liability for discharging or failing to discharge OHS obligations. Such liability remains with the Contractor notwithstanding the granting of such approval.

- 4.2** The Contractor acknowledges and agrees that prior to commencement of work it must attend a pre-construction briefing at which any special or additional practices and procedures to be followed in completing the work are to be established. Without limiting the provisions of section 1.4(e) above, the representatives of the Contractor attending the briefing will be required to deliver

a signed acknowledgement that the practices and procedures set out in the pre-construction briefing have been understood and will be complied with.

- 4.3** At any time and from time to time during the performance of the work, the NCC shall have the right to audit the manner in which the Contractor is discharging its OHS obligations and to determine whether the project specification and/or OHS policies, practices and procedures are being complied with. In the event that the audit discloses any failure by the Contractor to discharge such OHS obligations, the NCC shall be entitled to forthwith rectify at the Contractor's expense any such deficiency and the NCC shall have the further right to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 4.4** The Contractor covenants and agrees to conform with all requirements of the Workplace Hazardous Materials Information System.
- 4.5** The Contractor acknowledges and agrees that where required by any law or regulation applicable to the performance of the work it must establish and maintain a project health and safety committee. The contractor further acknowledges and agrees that it must enable staff to attend all relevant safety meetings, and that the cost of same, including costs attributable to standing down equipment is included in its bid price and is not independently recoverable.
- 4.6** Where required by the relevant provincial regulatory regime, the Contractor acknowledges and agrees that it is responsible for delivery of notice of the project to the relevant regulatory authority, and for the performance of any other administrative activity required to meet the obligations imposed in the pertinent provincial regulatory regime.
- 4.7 (Optional depending on hazard or scope of project).** The contractor covenants and agrees that it shall employ and assign to the work, a competent OHS professional as Health and Safety Coordinator that must:
- (a) have a minimum two (2) years' site-related working experience specific to activities associated with.(identify specific subject matter)
 - (b) have basic working knowledge of specified occupational safety and health regulations,
 - (c) be responsible for completing health and safety training session and ensuring that personnel not successfully completing the required training are not permitted to enter the site to perform the Work,
 - (d) be responsible for implementing, enforcing daily and monitoring the site-specific Health and Safety Plan, and
 - (e) be on site during execution of the Work.

The parties acknowledge that in lieu of employing an OHS professional, the Contractor may provide same by sub-contracting for such services.

- 4.8** Upon completion of the work the Contractor covenants and agrees to participate with the NCC in a post performance interview to evaluate the performance of the Contractor in respect of the OHS obligations under the contract. Without limiting the generality of the foregoing, the interview will identify areas of compliance and non-compliance in terms of:
- (a) actual performance of the work;
 - (b) reporting or procedural requirements;

(c) resolution of deficiencies.

The contractor acknowledges and agrees that the results of the post-completion interview may be relied upon by the NCC in evaluating bids subsequently submitted by the Contractor on other NCC projects.

SECURITY REQUIREMENTS

Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the contractor's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening _ PSU 917.

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Reliability***

****For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

Additional information

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

Company Security Representative

The contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the contractor's firm;

SECURITY REQUIREMENTS

- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the contractor's personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a Security status (**Reliability-Site Access-Secret**), sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

Access to site

Unless otherwise indicated, all visits to "secure" sites (official residences) shall be coordinated with, and approved through NCC Corporate Security.

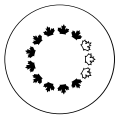
References

[Security of Information Act](#)

[Access to Information Act](#)

[Privacy Act](#)

[Policy on Government Security](#)



New supplier / Nouveau fournisseur Update / Mise à jour

Supplier No. / N° du fournisseur

SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

For NCC use only / À l'usage de la CCN seulement

PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier		Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)	
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPPF		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPPF, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPPF, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Address / Adresse		Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :
Postal code / Code postal		()	()

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

IMPORTANT: CHOOSE ONLY ONE OF THE FOLLOWING / CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES :

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			
Business No. (BN) / N° de l'entreprise (NE) -	OR / OU	SIN / NAS -		
GST/HST / TPS et TVH	QST / TVQ (Québec)			
Number / Numéro : _____	Number / Numéro : _____			
Not registered / non inscrit <input type="checkbox"/>	Not registered / non inscrit <input type="checkbox"/>			
Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>			
	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>	
Type of goods and/or services offered / Genre de biens et / ou services rendus :				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque or bank letter with this form / Veuillez s.v.p. envoyer un spécimen de chèque ou lettre de banque avec ce formulaire

Branch Number / N° de la succursale : _____	Institution No. / N° de l'institution : _____	Account No. / N° de compte : _____
Institution name / Nom de l'institution : _____		Address / Adresse : _____

PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel : _____

PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS

E-mail address / Adresse courriel : _____

PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes Part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in Part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____ Name of authorized person / Nom de la personne autorisée	_____ Title / Titre	_____ Signature	_____ Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

<p>Please fill in and return to the National Capital Commission with a bank letter or one of your business cheques, unsigned, and marked « VOID » (for verification purposes).</p> <p>Mail or email to: contracts@ncc-ccn.ca Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007</p>	<p>Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec une lettre de banque ou un spécimen de chèque de votre entreprise, non signé, et portant la mention « ANNULÉ » (à des fins de vérification).</p> <p>Poster ou transmettre par courriel à : contracts@ncc-ccn.ca Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007</p>
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SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor
(613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable
(613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.