



INSTRUCTIONS

A1. CONTRACT ADVISOR

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Construction

Request for Proposals (RFP)

for

Performance of the work as described in Annex “A” – Statement of Work and Floor Plan of the draft contract.

A2. TITLE Renovation of a Single Apartment for the High Commission of Canada in United Kingdom		
A3. SOLICITATION NUMBER 22-198298	A4. PROJECT NUMBER N/A	A5. DATE January 6, 2022
A6. RFP DOCUMENTS <ol style="list-style-type: none"> 1. Request for Proposals (RFP) title page 2. Submission Requirements (Section “I”) 3. Evaluation and Basis of Selection (Section “II”) 4. Tender Form (Section “III”) 5. Certifications (Section “IV”) 6. General Instructions (Section “V”) 7. Draft Contract <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 14:00 Eastern Standard Time on Thursday, January 20, 2022 referred to herein as the “Closing Date”. Electronic proposals must be sent only to the following email address: realproperty-contracts@international.gc.ca		
A8. TENDER FORM The completed Tender Form (Section “III”) must be in a separate attachment named “Tender Form”. The information required in section 3.0 must appear on the Tender Form (Section “III”) only. Failure to comply may result in the proposal being declared non-compliant and rejected from further consideration.		
A9. SITE VISIT It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 46 Hanover House, London, United Kingdom (UK) on January 13, 2022. The site visit will begin at 13:00 (local time in London, UK) Bidders are requested to communicate with the Contracting Authority no later than three (3) business days to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a proposal. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.		
A10. ENQUIRIES All enquiries or issues concerning this RFP must be submitted in writing to the Contract Advisor no later than three (3) business days prior to the Closing Date and Time in order to allow sufficient time to provide a response.		
A11. LANGUAGE Proposals shall be submitted in English or French.		
A12. BIDDERS’ CONFERENCE A Bidders’ conference will be held virtually on January 12, 2022 . The conference will begin at 13:00 (local time in London, UK) . The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that Bidders who intend to submit a proposal attend or send a representative. Bidders are requested to communicate with the Contract Advisor before the conference to confirm attendance. Bidders should provide, in writing, to the Contract Advisor, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than three (3) business days prior to the conference. Any clarifications or changes to the bid solicitation resulting from the Bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a proposal.		
A13. CONTRACT DOCUMENTS The draft contract which the selected Bidder will be expected to execute is included with this RFP. Bidders are advised to review it in detail and identify any problematic clauses to the Contract Advisor in accordance with A10 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.		



SECTION "I" – SUBMISSION REQUIREMENTS

SI1 SUBMISSION OF PROPOSAL

- 1.1 Proposals must be received by the Department of Foreign Affairs, Trade and Development (DFATD) at the email address identified and by the date and time specified on page 1 of the solicitation.
- 1.2 Bidders should ensure that their name and the solicitation number is clearly referenced in the email subject line. It is the responsibility of the Bidder to confirm that their submission has been received on time and to the correct email address.
- 1.3 More than one (1) e-mail can be sent if necessary. If the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened.
- 1.4 Her Majesty requests that Bidders provide their electronic proposals in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.
- 1.5 Bidders should follow the specifications format instructions described below, during the preparation of their proposal:
 - Minimum type face of 10 points.
 - All material be formatted to print on 8.5" x 11" or A4 paper.
 - For clarity and comparative evaluation, the Bidder should respond using the same subject headings and numbering structure as in this RFP document.
- 1.6 Proposals may be modified or resubmitted only before the solicitation Closing Date and Time, and must be done in writing. The latest proposal received will supersede any previously received proposals.
- 1.7 Her Majesty will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:
 - The size of attachments exceeds 10 MB.
 - The e-mail was rejected or put in quarantine because it contains executable code (including macros).
 - The e-mail was rejected or put in quarantine because it contains files that are not accepted by DFATD server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.
- 1.8 Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, will not be accepted. All documents submitted must be attached to the e-mail.
- 1.9 It is strongly recommended that Bidders confirm with the Contract Advisor that their complete proposal was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the proposal is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.
- 1.10 Her Majesty requires that each proposal, at Closing Date and Time or upon request from the Contract Advisor, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, the Contract Advisor may inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of the Contract Advisor and to provide the signature(s) within the time frame provided may render the proposal non-responsive.



- 1.11** It is the Bidder's responsibility to:
- obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
 - prepare its proposal in accordance with the instructions contained in the RFP;
 - submit by Closing Date and Time a complete proposal;
 - send its proposal only to the email address specified on page 1 of the bid solicitation;
 - ensure that the Bidder's name, and the solicitation number are in the subject line of the email containing the proposal; and
 - provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
- 1.12** Unless specified otherwise in the RFP, Her Majesty will evaluate only the documentation provided with a Bidder's proposal. Her Majesty will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
- 1.13** A proposal cannot be assigned or transferred in whole or in part.
- 1.14 Certifications - Bid**
Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Advisor will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.



SECTION “II” – EVALUATION AND BASIS OF SELECTION

1.0 TECHNICAL PROPOSAL

- 1.1 The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that Her Majesty has any previous knowledge of the Bidders’ qualifications other than that supplied pursuant to this RFP.
- 1.2 The Bidder’s technical response **must not** exceed sixty (60) single-sided pages of 8½ "x 11" paper, minimum type face 10 pts., including organization charts and schedule. Material exceeding the sixty (60) page maximum will **NOT** be considered. This excludes the drawings, specs, and organizational charts.

2.0 MANDATORY REQUIREMENTS

If the company or its resources do not meet all of the mandatory requirements, then the proposal will be non-compliant and will therefore be rejected.

Mandatory Criteria	Description	Compliance	Provide location in proposal where substantiation can be found.
M1	<p>Bidder’s must submit three (3) renovation projects or three (3) restoration projects of residential and/or commercial buildings or a combination of projects of a minimum £100,000 GBP and of similar size and scope of the SOW, that have been completed in the last five (5) years.</p> <p>Each project must have at a minimum of three (3) of the following works performed by the Bidder;</p> <ul style="list-style-type: none"> • Supply and install of new cold water down service installation; • Fit-up or re-model of a kitchen, built to design; • Supply and install of new bathrooms to agreed design; • Supply and install new electrical installations (lighting, power and phones / internet); • Provide full plumbing installation to M&E design (hot, cold and heating plus all necessary wastes); • Design and Build of a restoration/renovation. 	<p>Bidder must provide the following for each project at charts M1 below:</p> <ul style="list-style-type: none"> • Title of project; • Client name; • Value of project; • Location of project • Description of services provided by the Bidder; and • Work period Start date (month, year) and End date (month, year) 	
M2	<p>Bidder must possess a current accredited membership to one of the registered associations below. Memberships must have been active for a minimum of three (3) years.</p> <p>Acceptable registered associations and their respective websites are:</p>	<p>Bidder must provide a copy of their classification licence and/or proof of membership obtained from one of the listed registered associations.</p> <p>The Bidder must show they have had this certification for a minimum of three (3) years in the last 5 (five) years.</p>	



	<ol style="list-style-type: none"> 1. The Federation of Master Builders https://www.fmb.org.uk/ 2. Royal Institution of Chartered Surveyors https://www.rics.org/uk/ 3. The Chartered Institute of Building https://www.ciob.org/ 4. The House Builders Association https://www.builders.org.uk/ 5. BuildUK www.builduk.org/ 6. The Royal institute of British Architects www.architecture.com/ 7. Construction Skills Certification Scheme https://www.cscs.uk.com/ 8. British Safety Council https://www.britsafe.org/ 		
<p>M3</p>	<p>The Bidder must propose a Site Manager that has at least five (5) years' on-site experience as a Site Manager, gained within the last 10 years.</p> <p>The Site Manager's responsibilities must have included the successful implementation of construction projects while coordinating teams of sub-contractors and directly engaged workers from start to finish.</p>	<ul style="list-style-type: none"> • Demonstration the Site Manager was responsible for the coordination of teams of sub-contractors and directly engaged workers; • Demonstration that the Site Manager has five plus (5+) years' experience being an on-site Site Manager; and • Provide a CV that demonstrates that experience is within the last ten (10) years and Summary of the Site Manager's overall work experience; 	
<p>M4</p>	<p>The Bidder must provide three (3) projects where the proposed Site Manger was the lead on-site Site Manager of completed projects.</p> <p>Projects submitted must be minimum value of £100,000 GBP.</p>	<p>Bidder must provide the following using the M4 charts below:</p> <ul style="list-style-type: none"> • The Site Manager's responsibilities must have included the successful implementation of construction projects while coordinating teams of sub-contractors and directly engaged workers from start to finish. 	



		<ul style="list-style-type: none">• Demonstration the Site Manager was responsible for the coordination of teams of sub-contractors and directly engaged workers;• Provide Project cost and location;	
M5	<p>Provide a complete project schedule from contract award to project completion in conjunction with the SOW.</p> <p>This includes a Project Schedule, Quality Control Schedule [QCS] and Project Safety Plan [PSP] to address the project. The QCS and PSP are intended to document the entire project from beginning to end</p>	<p>Response must include a detailed project schedule.</p> <p>Response also must include:</p> <ul style="list-style-type: none">• A description of the risks which might affect the Project schedule including any seasonal, cultural, or other risk factors and describe how they will be mitigated; and• Contingency plans to mitigate the impact of delays or unexpected events.	



M1 PROJECT 1	
Project Title	
Project Location and Value	City: Country: Value:
Client	Company Name: Company Representative: E-mail:
Project start and end dates (<i>Start date must be after 01 January 2017</i>)	Start date of project (month/year): _____ End date of project (month/year): _____
Description of the Project	
<p>The Bidder must submit one (1) renovation project and/or restoration project of residential and/or commercial buildings of similar size and scope of the SOW, that have been completed in the last five (5) years.</p> <p>Each project must have at a minimum of three (3) of the following works performed by the Bidder;</p> <ul style="list-style-type: none"> • Supply and install of new cold water down service installation; • Fit-up or re-model of a kitchen, built to design; • Supply and install of new bathrooms to agreed design; • Supply and install new electrical installations (lighting, power and phones and/or internet); • Provide full plumbing installation to M&E design (hot, cold and heating plus all necessary wastes); • Design and Build of a restoration/renovation. 	



M1 PROJECT 2	
Project Title	
Project Location and Value	City: Country: Value:
Client	Company Name: Company Representative: E-mail:
Project start and end dates (<i>Start date must be after 01 January 2017</i>)	Start date of project (month/year): _____ End date of project (month/year): _____
Description of the Project	
<p>The Bidder must submit one (1) renovation project and/or restoration project of residential and/or commercial buildings of similar size and scope of the SOW, that have been completed in the last five (5) years.</p> <p>Each project must have at a minimum of three (3) of the following works performed by the Bidder;</p> <ul style="list-style-type: none"> • Supply and install of new cold water down service installation; • Fit-up or re-model of a kitchen, built to design; • Supply and install of new bathrooms to agreed design; • Supply and install new electrical installations (lighting, power and phones and/or internet); • Provide full plumbing installation to M&E design (hot, cold and heating plus all necessary wastes); • Design and Build of a restoration/renovation. 	



M1 PROJECT 3	
Project Title	
Project Location and Value	City: Country: Value:
Client	Company Name: Company Representative: E-mail:
Project start and end dates (<i>Start date must be after 01 January 2017</i>)	Start date of project (month/year): _____ End date of project (month/year): _____
Description of the Project	
<p>The Bidder must submit one (1) renovation project and/or restoration project of residential and/or commercial buildings of similar size and scope of the SOW, that have been completed in the last five (5) years.</p> <p>Each project must have at a minimum of three (3) of the following works performed by the Bidder;</p> <ul style="list-style-type: none"> • Supply and install of new cold water down service installation; • Fit-up or re-model of a kitchen, built to design; • Supply and install of new bathrooms to agreed design; • Supply and install new electrical installations (lighting, power and phones and/or internet); • Provide full plumbing installation to M&E design (hot, cold and heating plus all necessary wastes); • Design and Build of a restoration/renovation. 	



M4 PROJECT 1	
Project Title	
Proposed Site Manager	
Project Location and Value	City: Country: Value:
Client	Company Name: Company Representative: E-mail:
Project start and end dates (<i>Start date must be after 01 January 2012</i>)	Start date of project (month/year): _____ End date of project (month/year): _____
<p style="text-align: center;">Description of the Project and Duties of the Site Manager</p> <p>Provide one (1) project where the Proposed Site Manger was the lead on-site Site Manager of the project.</p> <ul style="list-style-type: none"> • The Site Manager’s responsibilities must have included the successful implementation of construction projects while coordinating teams of sub-contractors and directly engaged workers from start to finish. • Demonstration the Site Manager was responsible for the coordination of teams of sub-contractors and directly engaged workers; • Provide Project cost and location; 	



M4 PROJECT 2	
Project Title	
Proposed Site Manager	
Project Location and Value	City: Country: Value:
Client	Company Name: Company Representative: E-mail:
Project start and end dates (<i>Start date must be after 01 January 2012</i>)	Start date of project (month/year): _____ End date of project (month/year): _____
<p>Description of the Project and Duties of the Site Manager</p> <p>Provide one (1) project where the Proposed Site Manger was the lead on-site Site Manager of the project.</p> <ul style="list-style-type: none"> • The Site Manager’s responsibilities must have included the successful implementation of construction projects while coordinating teams of sub-contractors and directly engaged workers from start to finish. • Demonstration the Site Manager was responsible for the coordination of teams of sub-contractors and directly engaged workers; • Provide Project cost and location; 	



M4 PROJECT 3	
Project Title	
Proposed Site Manager	
Project Location and Value	City: Country: Value:
Client	Company Name: Company Representative: E-mail:
Project start and end dates (<i>Start date must be after 01 January 2012</i>)	Start date of project (month/year): _____ End date of project (month/year): _____
<p>Description of the Project and Duties of the Site Manager</p> <p>Provide one (1) project where the Proposed Site Manger was the lead on-site Site Manager of the project.</p> <ul style="list-style-type: none"> • The Site Manager’s responsibilities must have included the successful implementation of construction projects while coordinating teams of sub-contractors and directly engaged workers from start to finish. • Demonstration the Site Manager was responsible for the coordination of teams of sub-contractors and directly engaged workers; • Provide Project cost and location; 	



3.0 TENDER FORM

3.1 All the information required in section 3.0 must appear on Section “III” – Tender Form ONLY and must be included in a separate attachment named “Tender Form”. Failure to comply may result in the proposal being declared non-compliant and rejected from further consideration.

3.2 Firm Price

- 3.2.1 Bidders shall quote an all-inclusive firm price (excluding the cost of The Minister’s services and equipment\ furniture) on the form attached as Section “III” – Tender Form. The firm price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any additional Work described in the Bidder’s Proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements;
- 3.2.2 Bidders shall estimate the value of the taxes (including VAT as per 4.3) expected to be payable by Her Majesty as a result of entering into a contract with the Bidder;
- 3.2.3 All payments shall be made according to the terms of payment set out in the attached draft contract;
- 3.2.4 Exchange rate fluctuation protection is not offered; and
- 3.2.5 Tender Forms not meeting the above requirements will not be given any further consideration.

3.3 Taxes & Duties

- 3.3.1 Bidders are to provide full details concerning the applicability, amount and administration of the payment of all taxes (including VAT as described below) and duties (including import duties) payable in respect of the Work, as well as any possible exemption from all or part of same.
- 3.3.2 Her Majesty will pay the VAT specified in the Tender Form provided:
 - 3.3.2.1 that amount is applicable to the Work provided by the Contractor to Her Majesty under the Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Bidder to any third party (including Subcontractors);
 - 3.3.2.2 Her Majesty is unable to procure an exemption from VAT in respect of the Work;
 - 3.3.2.3 the Bidder agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
 - 3.3.2.4 the VAT is shown separately on all of the Bidder’s invoices and progress claims; and
 - 3.3.2.5 the Bidder agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Bidder pursuant to applicable tax laws.

3.4 Price Breakdown

Her Majesty reserves the right to request a breakdown of the components of the Tender Form should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and assumptions used to determine the cost of each component of the Work, may lead to disqualification.



4.0 PHASED BID COMPLIANCE PROCESS (PBCP)

4.1 General

- a. Her Majesty is conducting the PBCP described below for this requirement.
- b. Notwithstanding any review by Her Majesty at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Her Majesty does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Her Majesty.

The Bidder acknowledges that the reviews in Phase I and II of this PBCP are preliminary and do not preclude a finding in Phase III that the bid is non-responsive, even for mandatory requirements which were subject to review in Phase I or II and notwithstanding that the bid had been found responsive in such earlier phase. Her Majesty may deem a bid to be non-responsive to a mandatory requirement at any phase.

The Bidder also acknowledges that its response to a notice or a Compliance Assessment Report (CAR) (each defined below) in Phase I or II may not be successful in rendering its bid responsive to the mandatory requirements that are the subject of the notice or CAR, and may render its bid non-responsive to other mandatory requirements.

- c. Her Majesty may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Her Majesty's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Her Majesty to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- d. The PBCP does not limit Her Majesty's rights to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection c.
- e. Her Majesty will send any Notice or CAR by any method Her Majesty chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Her Majesty at the date and time they are delivered to Her Majesty by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Her Majesty on the date and time it is received in Her Majesty's email inbox at Her Majesty's email address specified in the Notice or CAR. A Notice or CAR sent by Her Majesty to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Her Majesty. Her Majesty is not responsible for late receipt by Her Majesty of a response, however caused.



4.2 Phase I: Financial Bid

- a. After the closing date and time of this bid solicitation, Her Majesty will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Her Majesty's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b. Her Majesty's review in Phase I will be performed by officials of the Department of Foreign Affairs, Trade and Development Canada.
- c. If Her Majesty determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d. For Bids other than those described in c., Her Majesty will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e. The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Her Majesty, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Her Majesty, except in circumstances and on terms expressly provided for in the Notice.
- f. In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g. Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h. Her Majesty will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Her Majesty, then the Bid shall be considered non-responsive and will receive no further consideration.



- i. Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Her Majesty, will receive a Phase II review.

4.3 Phase II: Technical Bid

- a. Her Majesty's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- b. Her Majesty will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c. A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Her Majesty in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Her Majesty, except in circumstances and on terms expressly provided for in the CAR.
- d. The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Her Majesty, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e. The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Her Majesty to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- f. Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- g. Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Her Majesty in the evaluation



of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

- h. Her Majesty will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Her Majesty, then the Bid shall be considered non-responsive and will receive no further consideration.
- i. Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Her Majesty, will receive a Phase III evaluation.

4.4 Phase III: Final Evaluation of the Bid

- a. In Phase III, Her Majesty will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b. A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.5 Technical Evaluation

- a. The Phased Bid Compliance Process will apply to all mandatory technical criteria.

5.0 BASIS OF SELECTION – MANDATORY TECHNICAL CRITERIA

5.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria.

5.2 Bids not meeting (a) or (b) will be declared non-responsive.

5.3 The responsive bid with the lowest evaluated price will be recommended for contract award.



SECTION "III" – TENDER FORM

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: _____

Email: _____

TF1 **FIRM PRICE**

A. Firm Price (exclusive of VAT): _____

(In accordance with 3.2)

This amount will be used to determine the winning Bidder.

B. Dispensaries: £50 per window at 23 windows and one French Door: £1,150

C. Applicable taxes:

(In accordance with 3.3)

Total Price (A + B + C): _____

All amounts are in Great British Pounds (GBP)

Signature

Date

Print Name and Capacity



SECTION "IV" – CERTIFICATIONS

C1. ACCEPTANCE AND ENTRY INTO CONTRACT

I/We undertake, within fourteen (14) calendar days of receipt of notification of acceptance of my/our bid, to sign a contract contained in the RFP incorporating all the relative elements of this project, for the performance of the Work provided I/We are notified, by Her Majesty, of the acceptance of my/our bid within ninety (90) days of the tender closing date.

C2. CONSTRUCTION TIME

I/We agree to complete the Work within the time stipulated in the specification from the date of notification of acceptance of my/our bid.

C3. INSURANCE

Within fourteen (14) calendar days after receipt of written notification of acceptance of my/our bid, I/We will furnish an insurance certificate in accordance with article C9 of the draft Construction Contract.

SIGNED, ATTESTED TO AND DELIVERED on the _____ day of _____ on behalf of:

Print the legal name of the Bidder

Signature of authorized signatory

Signature of authorized signatory

Print name(s) & titles of authorized signatory

Print name(s) & titles of authorized signatory

Signature of Witness



SECTION "V" - GENERAL INSTRUCTIONS

GI1 RESPONSIVENESS

1.1 For a proposal to be considered valid, it must comply with all the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

GI2 ENQUIRIES - SOLICITATION STAGE

2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Contract Advisor as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in article A10 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.

2.2 To ensure consistency and quality of information provided to Bidders, the Contract Advisor will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.

2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Contract Advisor named herein. Non-compliance with this condition during the solicitation period may (for that reason alone) result in the disqualification of your proposal.

GI3 BIDDER'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD

3.1 Should any Bidder consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Bidder is invited to make suggestions, in writing, to the Contract Advisor named herein. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are received by the Contract Advisor within the timeframe described in A10 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

GI4 PROPOSAL PREPARATION COST

4.1 The costs, including travel incurred by the Bidder in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Bidder and will not be reimbursed by Her Majesty.

GI5 PROPOSAL DELIVERY

5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A7, on or before the Closing Date and Time specified in A7.

5.2 Responsibility for proposal delivery: The Bidder has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals that are directed to an email address other than the one stipulated in A7.

GI6 VALIDITY OF PROPOSAL

6.1 Any proposal must remain open for acceptance for a period of not less than ninety (90) calendar days after the Closing Date.

GI7 RIGHTS OF CANADA

7.1 Her Majesty reserves the right:

7.1.1 during the evaluation, to submit questions to or conduct interviews with Bidders, at Bidders' cost, upon forty eight (48) hours written notice, to seek clarification or to verify any or all information provided by the Bidder with respect to this RFP;

7.1.2 to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her Majesty's different stakeholders;

7.1.3 to accept any proposal in whole or in part without prior negotiation;



- 7.1.4 to cancel and/or re-issue this RFP at any time;
- 7.1.5 to award one or more contracts, if applicable;
- 7.1.6 to retain all proposals submitted in response to this RFP;
- 7.1.7 not to accept any deviations from the stated terms and conditions;
- 7.1.8 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and
- 7.1.9 not to contract at all.

GI8 INCAPACITY TO CONTRACT WITH GOVERNMENT

- 8.1 Canada may reject a proposal where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence under the following provisions of the *Criminal Code*:
 - 8.1.1 Section 121, Frauds upon the Government;
 - 8.1.2 Section 124, Selling or Purchasing Office; or
 - 8.1.3 Section 418, Selling Defective Stores to Her Majesty.
(Subsection 750 (3) of the *Criminal Code* prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- 8.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Contract Advisor will so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

GI9 INCURRING OF COST

- 9.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Contract Advisor can be charged to any resulting Contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting Contract based on verbal or written requests or instructions from any government personnel other than the Contract Advisor. The Bidder's attention is drawn to the fact that the Contract Advisor is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

GI10 PROPERTY OF HER MAJESTY

- 10.1 All correspondence, documents and information provided to the Minister by any Bidder in connection with this RFP will become the property of Her Majesty and may be released pursuant to the *Canadian Federal Access to Information Act* and the *Privacy Act*.

GI11 RIGHTS OF UNSUCCESSFUL BIDDERS

- 11.1 Bidders are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the proposal by Canadian officials become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Bidders of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful Bidders to this tender process, all the documents submitted by competing Bidders are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Bidders that it will at no time use those materials for any commercial purposes without the written consent of the authors.

GI12 PRICE SUPPORT

- 12.1 In the event that the Bidder's bid is the sole responsive proposal received, the Bidder must provide, on the Minister's request, one or more of the following price support if applicable:
 - 12.1.1 a current published price list indicating the percentage discount available to the Minister;
 - 12.1.2 copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;



- 12.1.3 a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 12.1.4 price or rate certification; and
- 12.1.5 any other supporting documentation as requested by the Minister.

GI13 BIDDERS NOT TO PROMOTE THEIR INTEREST IN THIS PROJECT

- 13.1 Bidders must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this project, except for their response to Her Majesty pursuant to this RFP.

GI14 ACCEPTANCE OF BIDS

- 14.1 Bidders must meet and adhere to the architectural and design standards contained in the bid documentation.
- 14.2 Bidders must submit a list of sub-contractors on TF2 they propose to use on the Works. The successful Bidder shall not be allowed any subsequent substitution of the submitted list of sub-contractors, unless authorized, in advance in writing by Her Majesty.

GI15 SIGNATURES

- 15.1 The following requirements are to be adhered to when signing the Tender Form:

15.1.1 Corporation

The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.

15.1.2 Partnership

The signatures of the partners shall be affixed and their names typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of the agreement signed by all partners authorizing such person or persons to execute the document on their behalf shall accompany the bid.

15.1.3 Sole Proprietorship

The signature of the sole proprietor shall be affixed and the name typed or printed. In the event that the signatory is not the sole proprietor then a certified true copy of the agreement signed by the sole proprietor authorizing such person or persons to execute the document shall accompany the bid.

15.1.4 Joint Venture

The signatures of the authorized signatories of each member of the joint venture shall be affixed and their names and titles typed or printed. Each of the participating signatories shall sign the document in the manner applicable to their particular business arrangement which is more particularly described in 15.1.1 to 15.1.3 above.

GI16 RETURN OF DOCUMENTS

- 16.1 Unsuccessful Bidders must, if requested by the Contract Advisor, return all bid documents (e.g. Working Drawings, Specifications and Bills of Quantities) intact and in good condition within fourteen (14) calendar days of notification. Any copies of the Working Drawings, Specifications and Bill of Quantities are to be returned along with the original bid documents.

GI17 INTERPRETATION

- 17.1 In this RFP, “Her Majesty”, “the Minister” or “Canada” means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.

GI18 APPROVAL OF ALTERNATIVE MATERIAL

- 18.1 The proposal must be based on using materials specified by trade or manufacturer’s names where specified in the tender documentation.



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- 18.2** Alternatives to materials and equipment specified by trade or manufacturer's names will be considered during the bid period if full descriptive data on proposed alternatives is submitted in writing to the Contract Advisor as specified in A10. Enquiries.
- 18.3** The Contract Advisor must approve any alternative material in writing. Approved alternatives will be incorporated in the specification by issuance of addenda to the tender documents.



SUPPLEMENTARY CONDITIONS

SC1 SECURITY REQUIREMENTS

The Contractor and/or all other personnel involved in the Work must be properly supervised on the premises of the Mission, Official Residence or Staff quarter. No access to the restricted zones of the Mission will be permitted.

SC2 HEALTH AND SAFETY

The Contractor must comply with all requirements of applicable Canadian (federal, provincial, municipal), foreign and local environmental, health and safety laws and regulations. The Contractor must follow the prevention and infection control measures of the workplace or put in place by the Canadian mission (i.e. practise physical distancing, practise proper hand washing, avoid touching face with unwashed hands, etc.) and follow the proper protocols to complete the required work such as utilizing the appropriate equipment and personal protective equipment (PPE) as necessary. The Contractor is responsible for all costs associated with the compliance.

SC3 Compliance with on-site measures, standing orders, policies, and rules in the solicitation and the resulting contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

SC4 CERTIFICATIONS – CONTRACT

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



GENERAL CONDITIONS

GC1 INTERPRETATION

- 1.1 In the Contract:
 - 1.1.1 Where reference is made to a part of the Contract by means of numbers receded by letters, the reference shall be construed to be a reference to the particular part of the Contract that is identified by that combination of letters and numbers and to any other part of the Contract referred to therein;
 - 1.1.2 "Contract" means the Contract Documents referred to in the Articles of Agreement;
 - 1.1.3 "Contract security" means any security given by the Contractor to Her Majesty in accordance with the Contract;
 - 1.1.4 "Days" means continuous calendar days, including weekends and statutory public holidays;
 - 1.1.5 "Departmental Representative" means the officer, employee or person engaged by Her Majesty who is designated pursuant to the Articles of Agreement and includes a person specially authorized by him to perform, on his behalf, any of his functions under the Contract and is so designated in writing to the Contractor;
 - 1.1.6 "Former Public Office Holder" means an employee of the executive or senior manager categories who was employed by the Canadian federal public service during the period of one (1) year immediately preceding the date of this Contract;
 - 1.1.7 "Material" includes all commodities, articles and things required to be furnished by or for the Contractor under the Contract for incorporation into the Work;
 - 1.1.8 "Minister" includes a person acting for, or if the office is vacant, in place of the Minister and his successors in the office, and his or their lawful deputy and any of his or their representatives appointed for the purposes of the Contract;
 - 1.1.9 "Person" includes, unless the context otherwise requires, a partnership, proprietorship, firm, joint venture, consortium and a corporation;
 - 1.1.10 "Plant" includes all animals, tools, implements, machinery, vehicles, buildings, structures, equipment and commodities, articles and things other than material, that are necessary for the due performance of the Contract;
 - 1.1.11 "Subcontractor" means a person to whom the Contractor has, subject to GC4, subcontracted the whole or any part of the Work;
 - 1.1.12 "Superintendent" means the employee of the Contractor who is designated by the Contractor to act pursuant to GC19;
 - 1.1.13 "Technical documentation" means designs, reports, photographs, surveys, drawings, plans, specifications, computer software, computer printouts, calculations and other data, information and material, prepared, collected, computed, drawn, or produced for the Work; and
 - 1.1.14 "Work" includes, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract.
- 1.2 The headings in the Contract documents, other than in the Plans and Specifications, form no part of the Contract but are inserted for convenience of reference only.
- 1.3 In interpreting the Contract, in the event of discrepancies or conflicts between anything in the Plans and Specifications and the General Conditions, the General Conditions govern.
- 1.4 Words importing the singular only also include the plural, and vice versa, where the context requires;
- 1.5 Headings or notes in the Contract shall not be deemed to be part thereof, or be taken into consideration in its interpretation;
- 1.6 "Herein," "hereby," "hereof," "hereunder" and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof.
- 1.7 In interpreting the Plans and Specifications, in the event of discrepancies or conflicts between:
 - 1.7.1 The Plans and Specifications, the Specifications govern;
 - 1.7.2 The Plans, the Plans drawn with the largest scale govern; and
 - 1.7.3 Figured dimensions and scaled dimensions, the figured dimensions govern.



GC2 SUCCESSORS AND ASSIGNS

The Contract shall inure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

GC3 ASSIGNMENT OF CONTRACT

The Contract may not be assigned by the Contractor, either in whole or in part, without the written consent of the Minister.

GC4 SUBCONTRACTING BY CONTRACTOR

- 4.1 Subject to this General Condition, the Contractor may subcontract any part of the Work.
- 4.2 The Contractor shall notify the Departmental Representative in writing of his intention to subcontract.
- 4.3 A notification referred to in GC4.2 shall identify the part of the Work, and the subcontractor with whom it is intended to subcontract.
- 4.4 The Departmental Representative may object to the intended subcontracting by notifying the Contractor in writing within six (6) days of receipt by the Departmental Representative of a notification referred to in GC4.2.
- 4.5 If the Departmental Representative objects to a subcontracting pursuant to GC4.4, the Contractor shall not enter into the intended subcontract.
- 4.6 The Contractor shall not, without the written consent of the Departmental Representative, change a subcontractor who has been engaged by him in accordance with this General Condition.
- 4.7 Every subcontract entered into by the Contractor shall adopt all of the terms and conditions of this Contract that are of general application.
- 4.8 Neither a subcontracting nor the Departmental Representative's consent to a subcontracting by the Contractor shall be construed to relieve the Contractor from any obligation under the Contract or to impose any liability upon Her Majesty.

GC5 AMENDMENTS

No amendment or change in any of the provisions of the Contract shall have any force or effect until it is reduced to writing and signed by both parties.

GC6 NO IMPLIED OBLIGATIONS

- 6.1 No implied terms or obligations of any kind by or on behalf of Her Majesty shall arise from anything in the Contract and the express covenants and agreements therein contained and made by Her Majesty are the only covenants and agreements upon which any rights against Her Majesty are to be founded.
- 6.2 The Contract supersedes all communications, negotiations and agreements, either written or oral, relating to the Work that were made prior to the date of the Contract.

GC7 TIME OF THE ESSENCE

Time is of the essence of the Contract.

GC8 INDEMNIFICATION BY CONTRACTOR

- 8.1 The Contractor shall indemnify and save Her Majesty harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor, his servants, agents, subcontractors and sub-subcontractors in performing the Work including an infringement or an alleged infringement of a patent of invention or any other kind of intellectual property.
- 8.2 For the purposes of GC8.1, "activities" includes any act improperly carried out, any omission to carry out an act and any delay in carrying out an act.

GC9 INDEMNIFICATION BY HER MAJESTY

- 9.1 Her Majesty shall, subject to the Crown Liability Act, the Patent Act, and any other law that affects



Her Majesty's rights, powers, privileges or obligations, indemnify and save the Contractor harmless from and against all claims, demands, losses, costs, damage, actions, suits or proceedings arising out of his activities under the Contract that are directly attributable to:

- 9.1.1 Lack of or a defect in Her Majesty's title to the work site whether real or alleged; or
- 9.1.2 An infringement or an alleged infringement by the Contractor of any patent of invention or any other kind of intellectual property occurring while the Contractor was performing any act for the purposes of the Contract employing a model, plan or design or any other thing related to the Work that was supplied by Her Majesty to the Contractor.

GC10 MEMBERS OF HOUSE OF COMMONS NOT TO BENEFIT

As required by the Parliament of Canada Act, it is an express condition of the Contract that no member of the Canadian House of Commons shall be admitted to any share or part of the Contract or to any benefit arising therefrom.

GC11 NOTICES

- 11.1 Any notice, consent, order, decision, direction or other communication, other than a notice referred to in GC11.4, that may be given to the Contractor pursuant to the Contract may be given in any manner.
- 11.2 Any notice, consent, order, decision, direction or other communication required to be given in writing, to any party pursuant to the Contract shall, subject to GC11.4, be deemed to have been effectively given:
 - 11.2.1 to the Contractor, if delivered personally to the Contractor or the Contractor's superintendent, or forwarded by mail, email or facsimile to the Contractor at the address set out in the Articles of Agreement; or
 - 11.2.2 to Her Majesty, if delivered personally to the Departmental Representative, or forwarded by mail, email or facsimile to the Departmental Representative at the address set out in C1.
- 11.3 Any such notice, consent, order, decision, direction or other communication given in accordance with GC11.2 shall be deemed to have been received by either party:
 - 11.3.1 If delivered personally, on the day that it was delivered;
 - 11.3.2 If forwarded by mail, on the earlier of the day it was received and the sixth (6th) day after it was mailed; and
 - 11.3.3 If forwarded by email or facsimile, twenty-four (24) hours after it was transmitted.
- 11.4 A notice given under GC38.1.1, GC40 and GC41, if delivered personally, shall be delivered to the Contractor if the Contractor is doing business as a sole proprietor or, if the Contractor is a partnership or corporation, to an officer thereof.

GC12 MATERIAL, PLANT AND REAL PROPERTY SUPPLIED BY HER MAJESTY

- 12.1 Subject to GC12.2, the Contractor is liable to Her Majesty for any loss of or damage to material, plant or real property that is supplied or placed in the care, custody and control of the Contractor by Her Majesty for use in connection with the Contract, whether or not that loss or damage is attributable to causes beyond the Contractor's control.
- 12.2 The Contractor is not liable to Her Majesty for any loss or damage to material, plant or real property referred to in GC12.1 if that loss or damage results from and is directly attributable to reasonable wear and tear.
- 12.3 The Contractor shall not use any material, plant or real property referred to in GC12.1 except for the purpose of performing this Contract.
- 12.4 If the Contractor fails to make good any loss or damage for which he is liable under GC12.1 within a reasonable time after being required to do so by the Departmental Representative, the Departmental Representative may cause the loss or damage to be made good at the Contractor's expense, and the Contractor shall thereupon be liable to Her Majesty for the cost thereof and shall, on demand, pay to Her Majesty an amount equal to that cost.
- 12.5 The Contractor shall keep such records of all material, plant and real property referred to in GC12.1 as the Departmental Representative from time to time requires and shall satisfy the Departmental Representative, when requested, that such material, plant and real property are at the place and in the



condition in which they ought to be.

GC13 MATERIAL, PLANT AND REAL PROPERTY BECOME PROPERTY OF HER MAJESTY

- 13.1 Subject to GC14.7 all material and plant and the interest of the Contractor in all real property, licences, powers and privileges purchased, used or consumed by the Contractor for the Contract shall become the property of Her Majesty for the purposes of the Work and they shall continue to be the property of Her Majesty:
- 13.1.1 In the case of material, until the Departmental Representative indicates that he is satisfied that it will not be required for the Work; and
- 13.1.2 In the case of plant, real property, licenses, powers and privileges, until the Departmental Representative indicates that he is satisfied that the interest vested in Her Majesty therein is no longer required for the purposes of the Work.
- 13.2 Material or plant that is the property of Her Majesty by virtue of GC13.1 shall not be taken away from the work site or used or disposed of except for the purposes of the Work without the written consent of the Departmental Representative.
- 13.3 Her Majesty is not liable for loss of or damage from any cause to the material or plant referred to in GC13.1 and the Contractor is liable for such loss or damage notwithstanding that the material or plant is the property of Her Majesty.

GC14 PERMITS AND TAXES PAYABLE

- 14.1 The Contractor shall, within fifteen (15) days after the date of the Contract, tender to a municipal authority an amount equal to all fees and charges that would be lawfully payable to that municipal authority in respect of building permits as if the Work were being performed for a person other than Her Majesty.
- 14.1.1 The Contractor shall be responsible for obtaining and pay for all necessary permits for all the Work to be undertaken under the Contract. He shall give all notices and comply with all laws, rules and regulations bearing on the conduct of the Work as drawn and specified.
- 14.2 Within ten (10) days of making a tender pursuant to GC14.1, the Contractor shall notify the Departmental Representative of his action and of the amount tendered and whether or not the municipal authority has accepted that amount.
- 14.3 If the municipal authority does not accept the amount tendered pursuant to GC14.1 the Contractor shall pay that amount to Her Majesty within six (6) days after the time stipulated in GC14.2.
- 14.4 For the purposes of GC14.1 to GC14.3 "municipal authority" means any authority that would have jurisdiction respecting permission to perform the Work if the owner were not Her Majesty.
- 14.5 The Contractor shall pay any and all applicable taxes arising from or relating to the performance of the Work under the Contract. The Contractor shall also determine the extent of, and apply for, any and all exemptions that are, or may be, available due to the status of Her Majesty as a sovereign entity. Where the Contractor procures goods for incorporation into the Work, for such purposes, the Contractor shall be an agent of Her Majesty. Any such exemptions that are available shall be applied to the benefit of Her Majesty. The Contractor shall obtain and provide sufficient documentation from the relevant authorities as to the availability of such exemptions.
- 14.6 In performing the Work under the Contract, the Contractor shall abide by all of the laws in force in the local jurisdiction. Should the Contractor fail to pay any dues or taxes payable under those laws, the Minister, after giving the Contractor seven (7) days prior written notice of his intention so to do, shall have the right to pay directly any such dues or taxes claimed, and deduct same from any payment due to the Contractor.
- 14.7 For the purpose of the payment of any and all applicable taxes or the furnishing of security for the payment of any and all applicable taxes arising from or related to the performance of the Work under the Contract, the Contractor shall, notwithstanding the fact that all material, plant and interest of the Contractor in all real property, licences, powers and privileges, have become the property of Her Majesty after the time of purchase, be liable, as a user or consumer, for the payment or for the furnishing of security for the payment of any and all applicable taxes payable, at the time of the use or consumption of that material, plant or interest of the Contractor in accordance with the relevant legislation.



GC15 PERFORMANCE OF WORK UNDER DIRECTION OF DEPARTMENTAL REPRESENTATIVE

The Contractor shall:

- 15.1.1 Permit the Departmental Representative to have access to the Work and its site at all times during the performance of the Contract;
- 15.1.2 Furnish the Departmental Representative with such information respecting the performance of the Contract as he may require; and
- 15.1.3 Give the Departmental Representative every possible assistance to enable the Departmental Representative to carry out his duty to see that the Work is performed in accordance with the Contract and to carry out any other duties and exercise any powers specially imposed or conferred on the Departmental Representative under the Contract.

GC16 COOPERATION WITH OTHER CONTRACTORS

- 16.1 Where, in the opinion of the Departmental Representative, it is necessary that other contractors or workers with or without plant and material, be sent onto the Work or its site, the Contractor shall, to the satisfaction of the Departmental Representative, allow them access and cooperate with them in the carrying out of their duties and obligation.
- 16.2 If:
 - 16.2.1 the sending onto the Work or its site of other contractors or workers pursuant to GC16.1 could not have been reasonably foreseen or anticipated by the Contractor when entering into the Contract;
 - 16.2.2 the Contractor incurs, in the opinion of the Departmental Representative, extra expense in complying with GC16.1; and
 - 16.2.3 the Contractor has given the Departmental Representative written notice of his claim for the extra expense referred to in GC16.2.2 within thirty (30) days of the date that the other contractors or workers were sent onto the Work or its site;
- 16.3 Her Majesty shall pay the Contractor the cost, calculated in accordance with GC48 to GC50, of the extra labour, plant and material that was necessarily incurred.

GC17 EXAMINATION OF WORK

- 17.1 If, at any time after the commencement of the Work but prior to the expiry of the warranty or guarantee period, the Departmental Representative has reason to believe that the Work or any part thereof has not been performed in accordance with the Contract, the Departmental Representative may have that Work examined by an expert of his choice.
- 17.2 If, as a result of an examination of the Work referred to in GC17.1, it is established that the Work was not performed in accordance with the Contract, then, in addition to and without limiting or otherwise affecting any of Her Majesty's rights and remedies under the Contract either at law or in equity, the Contractor shall pay Her Majesty, on demand, all reasonable costs and expenses that were incurred by Her Majesty in having that examination performed.

GC18 CLEARING OF SITE

- 18.1 The Contractor shall maintain the Work and its site in a tidy condition and free from the accumulation of waste material and debris, in accordance with any directions of the Departmental Representative.
- 18.2 Before the issue of an Interim Certificate of Completion referred to in GC44.2, the Contractor shall remove all the plant and material not required for the performance of the remaining Work, and all waste material and other debris, and shall cause the Work and its site to be clean and suitable for occupancy by Her Majesty's servants, unless otherwise stipulated in the Contract.
- 18.3 Before the issue of a Final Certificate of Completion referred to in GC44.1, the Contractor shall remove from the Work and its site all of the surplus plant and material and any waste material and other debris.
- 18.4 The Contractor's obligations described in GC18.1 to GC18.3 do not extend to waste material and other debris caused by Her Majesty's servants or contractors and workers referred to in GC16.1

GC19 CONTRACTOR'S SUPERINTENDENT



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- 19.1 The Contractor shall, forthwith upon the award of the Contract, designate a superintendent.
 - 19.2 The Contractor shall forthwith notify the Departmental Representative of the name, address and telephone number of a superintendent designated pursuant to GC19.1.
 - 19.3 A superintendent designated pursuant to GC19.1 shall be in full charge of the operations of the Contractor in the performance of the Work and is authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given to the superintendent under the Contract.
 - 19.4 The Contractor shall, until the Work has been completed, keep a competent superintendent at the work site during working hours.
 - 19.5 The Contractor shall, upon the request of the Departmental Representative, remove any superintendent who, in the opinion of the Departmental Representative, is incompetent or has been conducting himself improperly and shall forthwith designate another superintendent who is acceptable to the Departmental Representative.
 - 19.6 Subject to GC19.5, the Contractor shall not substitute a superintendent without the written consent of the Departmental Representative.
 - 19.7 A breach by the Contractor of GC19.6 entitles the Departmental Representative to refuse to issue any certificate referred to in GC44 until the superintendent has returned to the work site or another superintendent who is acceptable to the Departmental Representative has been substituted.

GC20 NATIONAL SECURITY

- 20.1 If the Minister is of the opinion that the Work is of a class or kind that involves the national security of Canada, he may order the Contractor:
 - 20.1.1 To provide him with any information concerning persons employed or to be employed by him for purposes of the Contract; and
 - 20.1.2 To remove any person from the Work and its site if, in the opinion of the Minister, that person may be a risk to the national security.
- 20.2 The Contractor shall, in all contracts with persons who are to be employed in the performance of the Contract, make provision for his performance of any obligation that may be imposed upon him under GC19 to GC21.
- 20.3 The Contractor shall comply with an order of the Minister under GC20.1.

GC21 UNSUITABLE WORKERS

The Contractor shall, upon the request of the Departmental Representative, remove any person employed by him for purposes of the Contract who, in the opinion of the Departmental Representative, is incompetent or has conducted himself improperly, and the Contractor shall not permit a person who has been removed to return to the work site.

GC22 INCREASED OR DECREASED COSTS

- 22.1 The amount set out in the Articles of Agreement shall not be increased or decreased by reason of any increase or decrease in the cost of the Work that is brought about by an increase or decrease in the cost of labour, plant or material or any wage adjustment.
- 22.2 Notwithstanding GC22.1 and GC35, an amount set out in the Articles of Agreement shall be adjusted in the manner provided in GC22.3, if any change occurs in a tax imposed under any sales tax legislation applicable under the governing law of this Contract relative to the purchase of tangible personal property to be incorporated into Real Property:
 - 22.2.1 Occurs after the date of the submission by the Contractor of his tender for the Contract;
 - 22.2.2 Applies to material; and
 - 22.2.3 Affects the cost to the Contractor of that material.
- 22.3 If a change referred to in GC22.2 occurs, the appropriate amount set out in the Articles of Agreement shall be increased or decreased by an amount equal to the amount that is established by an examination of the relevant records of the Contractor referred to in GC51 to be the increase or decrease in the cost incurred that is directly attributable to that change.
- 22.4 For the purpose of GC22.2, where a tax is changed after the date of submission of the tender but public notice of the change has been given by the appropriate local tax authorities before that date, the



change shall be deemed to have occurred before the date of submission of the tender.

GC23 LABOUR AND MATERIAL

- 23.1 The Contractor shall at all time enforce strict discipline and good order amongst his employees, professional consultants and subcontractors and shall not employ on the Work any unfit person nor anyone unskilled in the Work assigned to him.
- 23.2 The Contractor warrants that all materials and workmanship to be supplied by him shall be of a quality consistent with the specifications of the Contract.

GC24 PROTECTION OF WORK AND DOCUMENTS

- 24.1 The Contractor shall guard or otherwise protect the Work and its site, and protect the Contract, specifications, plans, drawings, information, material, plant and real property, whether or not they are supplied by Her Majesty to the Contractor, against loss or damage from any cause, and he shall not use, issue, disclose or dispose of them without the written consent of the Minister, except as may be essential for the performance of the Work.
- 24.2 If any document or information given or disclosed to the Contractor is assigned a security rating by the person who gave or disclosed it, the Contractor shall take all measures directed by the Departmental Representative to be taken to ensure the maintenance of the degree of security that is ascribed to that rating.
- 24.3 The Contractor shall provide all facilities necessary for the purpose of maintaining security, and shall assist any person authorized by the Minister to inspect or to take security measures in respect of the Work and its site.
- 24.4 The Departmental Representative may direct the Contractor to do such things and to perform such additional Work as the Departmental Representative considers reasonable and necessary to ensure compliance with or to remedy a breach of GC24.1 to GC24.3.

GC25 PUBLIC CEREMONIES AND SIGNS

- 25.1 The Contractor shall not permit any public ceremony in connection with the Work without the prior written consent of the Departmental Representative.
- 25.2 The Contractor shall not erect or permit the erection of any sign or advertising on the Work or its site without the prior written consent of the Departmental Representative.

GC26 PRECAUTIONS AGAINST DAMAGE, INFRINGEMENT OF RIGHTS, FIRE, AND OTHER HAZARDS

- 26.1 The Contractor shall, at his own expense, do whatever is necessary to ensure that:
 - 26.1.1 No person, property, right, easement or privilege is injured, damaged or infringed by reasons of the Contractor's activities in performing the Contract;
 - 26.1.2 Pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the Work or plant;
 - 26.1.3 Fire hazards in or about the Work or its site are eliminated and, subject to any direction that may be given by the Departmental Representative, any fire is promptly extinguished;
 - 26.1.4 The health and safety of all persons employed in the performance of the Work are not endangered by the method or means of its performance;
 - 26.1.5 Adequate medical services are available to all persons employed on the Work or its site at all times during the performance of the Work;
 - 26.1.6 Adequate sanitation measures are taken in respect of the Work and its site; and
 - 26.1.7 All stakes, buoys and marks placed on the Work or its site by or under the authority of the Departmental Representative are protected and are not removed, defaced, altered or destroyed.
- 26.2 The Departmental Representative may direct the Contractor to do such things and to perform such additional Work as the Departmental Representative considers reasonable and necessary to ensure compliance with or to remedy a breach of GC26.1.
- 26.3 The Contractor shall, at his own expense, comply with a direction of the Departmental Representative made under GC26.2.



GC27 INSURANCE

- 27.1** The Contractor shall, at his own expense, obtain and maintain insurance contracts in respect of the Work and shall provide evidence thereof to the Departmental Representative in accordance with the requirements of the Insurance Conditions in Section "IV."
- 27.2** The insurance Contracts referred to in GC27.1 shall:
- 27.2.1** be in a form, of the nature, in the amounts, for the periods and containing the terms and conditions specified in Insurance Conditions in Section "IV"; and
 - 27.2.2** Provide for the payment of claims under such insurance Contracts in accordance with GC28.

GC28 INSURANCE PROCEEDS

- 28.1** In the case of a claim payable under a Builders Risk/Installation (All Risks) insurance Contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid directly to Her Majesty, and:
- 28.1.1** the monies so paid shall be held by Her Majesty for the purposes of the Contract; or
 - 28.1.2** Her Majesty elects, shall be retained by Her Majesty, in which event they vest in Her Majesty absolutely.
- 28.2** In the case of a claim payable under a General Liability insurance Contract maintained by the Contractor pursuant to GC27, the proceeds of the claim shall be paid by the insurer directly to the claimant.
- 28.3** If an election is made pursuant to GC28.1, the Minister may cause an audit to be made of the accounts of the Contractor and of Her Majesty in respect of the part of the Work that was lost, damaged or destroyed for the purpose of establishing the difference, if any, between:
- 28.3.1** the aggregate of the amount of the loss or damage suffered or sustained by Her Majesty, including any costs incurred in respect of the clearing and cleaning of the Work and its site and any other amount that is payable by the Contractor to Her Majesty under the Contract, minus any monies retained pursuant to GC28.1.2; and
 - 28.3.2** The aggregate of the amounts payable by Her Majesty to the Contractor pursuant to the Contract up to the date of the loss or damage.
- 28.4** A difference that is established pursuant to GC28.3 shall be paid forthwith by the party who is determined by the audit to be the debtor to the party who is determined by the audit to be the creditor.
- 28.5** When payment of a deficiency has been made pursuant to GC28.4, all rights and obligations of Her Majesty and the Contractor under the Contract shall, with respect only to the part of the Work that was the subject of the audit referred to in GC28.3, be deemed to have been expended and discharged.
- 28.6** If an election is not made pursuant to GC28.1.2 the Contractor shall, subject to GC28.7, clear and clean the Work and its site and restore and replace the part of the Work that was lost, damaged or destroyed at his own expense as if that part of the Work had not yet been performed.
- 28.7** When the Contractor clears and cleans the Work and its site and restores and replaces the Work referred to in GC28.6, Her Majesty shall pay him out of the monies referred to in GC28.1 so far as they will there unto extend.
- 28.8** Subject to GC28.7, payment by Her Majesty pursuant to GC28.7 shall be made in accordance with the Contract but the amount of each payment shall be one hundred percent (100%) of the amount claimed notwithstanding TP4.4.

GC29 CONTRACT SECURITY

- 29.1** The Contractor shall obtain and deliver contract security to the Departmental Representative in accordance with the provisions of the document attached hereto, marked Section "V" and entitled Contract Security Conditions.
- 29.2** If the whole or a part of the contract security referred to in GC29.1 is in the form of a security deposit, it shall be held and disposed of in accordance with GC43 and GC45.
- 29.3** If a part of the contract security referred to in GC29.1 is in the form of a labour and material payment bond, the Contractor shall post a copy of that bond on the work site.



GC30 CHANGES IN THE WORK

- 30.1** Subject to GC5, the Departmental Representative may, at any time before he issues the Final Certificate of Completion:
- 30.1.1** Order Work or material in addition to that provided for in the Plans and Specifications; and
 - 30.1.2** Delete or change the dimensions, character, quantity, quality, description, location or position of the whole or any part of the Work or material provided for in the Plans and Specifications or in any order made pursuant to GC30.1.1, if that additional Work or material, deletion, or change is, in his opinion, consistent with the general intent of the original Contract.
- 30.2** The Contractor shall perform the Work in accordance with such orders, deletions and changes that are made by the Departmental Representative pursuant to GC30.1 from time to time as if they had appeared in and been part of the Plans and Specifications.
- 30.3** The Departmental Representative shall determine whether or not anything done or omitted by the Contractor pursuant to an order, deletion or change referred to in GC30. 1 increased or decreased the cost of the Work to the Contractor.
- 30.4** If the Departmental Representative determines pursuant to GC30.3 that the cost of the Work to the Contractor has been increased, Her Majesty shall pay the Contractor the increased cost that the Contractor necessarily incurred for the additional Work calculated in accordance with GC49 or GC50.
- 30.5** If the Departmental Representative determines pursuant to GC30.3 that the cost of the Work to the Contractor has been decreased, Her Majesty shall reduce the amount payable to the Contractor under the contract by an amount equal to the decrease in the cost caused by the deletion or change referred to in GC30.1.2 and calculated in accordance with GC49.
- 30.6** GC30.3 to GC30.5 are applicable only to a contract or a portion of a contract for which a Fixed Price Arrangement is stipulated in the Contract.
- 30.7** An order, deletion or change referred to in GC30. 1 shall be in writing, signed by the Departmental Representative and given to the Contractor in accordance with GC11.

GC31 INTERPRETATION OF CONTRACT BY DEPARTMENTAL REPRESENTATIVE

- 31.1** If, at any time before the Departmental Representative has issued a Final Certificate of Completion referred to in GC44.1, any question arises between the parties about whether anything has been done as required by the Contract or about what the Contractor is required by the Contract to do, and, in particular but without limiting the generality of the foregoing, about:
- 31.1.1** the meaning of anything in the Plans and Specifications;
 - 31.1.2** the meaning to be given to the Plans and Specifications in case of any error therein, omission therefrom, or obscurity or discrepancy in their wording or intention;
 - 31.1.3** whether or not the quality or quantity of any material or workmanship supplied or proposed to be supplied by the Contractor meets the requirements of the Contract;
 - 31.1.4** the Work and carrying out the Contract are adequate to ensure that the Work will be performed in accordance with the Contract and that the Contract will be carried out in accordance with its terms;
 - 31.1.5** what quantity of any kind of Work has been completed by the Contractor; or
 - 31.1.6** the timing and scheduling of the various phases of the performance of the Work, the question shall be decided by the Departmental Representative whose decision shall be final and conclusive in respect of the Work.
- 31.2** The Contractor shall perform the Work in accordance with any decisions of the Departmental Representative that are made under GC31.1 and in accordance with any consequential directions given by the Departmental Representative.

GC32 WARRANTY AND RECTIFICATION OF DEFECTS IN WORK

- 32.1** Without restricting any warranty or guarantee implied or imposed by law or contained in the contract documents, the Contractor shall, at his own expense:
- 32.1.1** Rectify and make good any defect or fault that appears in the Work or comes to the attention of the Minister with respect to those parts of the Work accepted in connection with the Interim Certificate of Completion referred to GC44.2 within twelve (12) months from the date of the Interim Certificate of Completion; and



- 32.1.2** Rectify and make good any defect or fault that appears in or comes to the attention of the Minister in connection with those parts of the Work described in the Interim Certificate of Completion referred to in GC44.2 within twelve (12) months from the date of the Final Certificate of Completion referred to in GC44.1.
- 32.2** The Departmental Representative may direct the Contractor to rectify and make good any defect or fault referred to in GC32.1 or covered by any other expressed or implied warranty or guarantee.
- 32.3** A direction referred to in GC32.2 shall be in writing, may include a stipulation in respect of the time within which a defect or fault is required to be rectified and made good by the Contractor, and shall be given to the Contractor in accordance with GC11.
- 32.4** The Contractor shall rectify and make good any defect or fault described in a direction given pursuant to GC32.2 within the time stipulated therein.
- GC33 NON-COMPLIANCE BY CONTRACTOR**
- 33.1** If the Contractor fails to comply with any decision or direction given by the Departmental Representative pursuant to GC18, GC24, GC26, GC31 or GC32, the Departmental Representative may employ such methods as he deems advisable to do that which the Contractor failed to do.
- 33.2** The Contractor shall, on demand, pay Her Majesty an amount that is equal to the aggregate of all costs, expenses and damage incurred or sustained by Her Majesty by reason of the Contractor's failure to comply with any decision or direction referred to in GC33.1, including the cost of any methods employed by the Departmental Representative pursuant to GC33.1.
- GC34 PROTESTING DEPARTMENTAL REPRESENTATIVE'S DECISIONS**
- 34.1** The Contractor may, within ten (10) days after the communication to him of any decision or direction referred to in GC30.3 or GC33.1, protest that decision or direction.
- 34.2** A protest referred to in GC34.1 shall be in writing, contain full reasons for the protest, be signed by the Contractor and be given to Her Majesty by delivery to the Departmental Representative.
- 34.3** If the Contractor gives a protest pursuant to GC34.2, any compliance by the Contractor with the decision or direction that was protested shall not be construed as an admission by the Contractor of the correctness of that decision or direction, or prevent the Contractor from taking whatever action he considers appropriate in the circumstances.
- 34.4** The giving of a protest by the Contractor pursuant to GC34.2 shall not relieve him from complying with the decision or direction that is the subject of the protest.
- 34.5** Subject to GC34.6, the Contractor shall take any action referred to in GC34.3 within three (3) months after the date that a Final Certificate of Completion is issued under GC44.1, and not afterwards.
- 34.6** The Contractor shall take any action referred to in GC34.3 resulting from a direction under GC32 within three (3) months after the expiry of a warranty or guarantee period and not afterwards.
- 34.7** Subject to GC34.8, if Her Majesty determines that the Contractor's protest is justified, Her Majesty shall pay the Contractor the cost of the additional labour, plant and material necessarily incurred by the Contractor in carrying out the protested decision or direction.
- 34.8** Costs referred to in GC34.7 shall be calculated in accordance with GC48 to GC50.
- GC35 CHANGES IN SOIL CONDITIONS AND NEGLECT OR DELAY BY HER MAJESTY**
- 35.1** Subject to GC35.2 no payment, other than a payment that is expressly stipulated in the contract, shall be made by Her Majesty to the Contractor for any extra expense or any loss or damage incurred or sustained by the Contractor.
- 35.2** If the Contractor incurs or sustains any extra expense or any loss or damage that is directly attributable to:
- 35.2.1** a substantial difference between the information relating to soil conditions at the work site that is contained in the Plans and Specifications or other documents supplied to the Contractor for his use in preparing his tender or a reasonable assumption of fact based thereon made by the Contractor, and the actual soil conditions encountered by the Contractor at the work site during the performance of the Contract; or
- 35.2.2** Any neglect or delay that occurs after the date of the Contract on the part of Her Majesty in providing any information or in doing any act that the Contract either Her Majesty to do or that



- would ordinarily be done by an owner in accordance with the usage of the trade, he shall, within ten (10) days of the date the actual soil conditions described in GC35.2.1 were encountered or the neglect or delay described in GC35.2.2 occurred, give the Departmental Representative written notice of his intention to claim for that extra expense or that loss or damage.
- 35.3** When the Contractor has given a notice referred to in GC35.2, he shall give the Departmental Representative a written claim for extra expense or loss or damage within thirty (30) days of the date that a Final Certificate of Completion referred to in GC44.1 is issued and not afterwards.
- 35.4** A written claim referred to in GC35.3 shall contain a sufficient description of the facts and circumstances of the occurrence that is the subject of the claim to enable the Departmental Representative to determine whether or not the claim is justified and the Contractor shall supply such further and other information for that purpose as the Departmental Representative requires from time to time.
- 35.5** If the Departmental Representative determines that a claim referred to in GC35.3 is justified, Her Majesty shall make an extra payment to the Contractor in an amount that is calculated in accordance with GC47 to GC50.
- 35.6** If, in the opinion of the Departmental Representative, an occurrence described in GC35.2.1 results in a savings of expenditure by the Contractor in performing the Contract, the amount set out in the Articles of Agreement shall, subject to GC35.7, be reduced by an amount that is equal to the saving.
- 35.7** The amount of the saving referred to in GC35.6 shall be determined in accordance with GC47 to GC49.
- 35.8** If the Contractor fails to give a notice referred to in GC35.2 and a claim referred to in GC35.3 within the times stipulated, an extra payment shall not be made to him in respect of the occurrence.
- GC36 EXTENSION OF TIME**
- 36.1** Subject to GC36.2, the Departmental Representative may, on the application of the Contractor made before the day fixed by the Articles of Agreement for completion of the Work or before any other date previously fixed under this General Condition, extend the time for its completion by fixing a new date if, in the opinion of the Departmental Representative, causes beyond the control of the Contractor have delayed its completion.
- 36.2** An application referred to in GC36.1 shall be accompanied by the written consent of the bonding company whose bond forms part of the contract security.
- GC37 ASSESSMENTS AND DAMAGES FOR LATE COMPLETION**
- 37.1** For the purposes of this General Condition:
- 37.1.1** the Work shall be deemed to be completed on the date that an Interim Certificate of Completion referred to in GC44.2 is issued; and
- 37.1.2** "Period of delay" means the number of days commencing on the day fixed by the Contract for completion of the Work and ending on the day immediately preceding the day on which the Work is completed but does not include any day within a period of extension granted pursuant to GC36.1, and any other day on which, in the opinion of the Departmental Representative, completion of the Work was delayed for reasons beyond the control of the Contractor.
- 37.2** If the Contractor does not complete the Work by the day fixed for its completion by the Articles of Agreement but completes it thereafter, the Contractor shall pay Her Majesty an amount equal to the aggregate of:
- 37.2.1** All salaries, wages and travelling expenses incurred by Her Majesty in respect of persons overseeing the performance of the Work during the period of delay;
- 37.2.2** The cost incurred by Her Majesty as a result of the inability to use the completed Work for the period of delay; and
- 37.2.3** All other expenses and damages incurred or sustained by Her Majesty during the period of delay as a result of the Work not being completed by the day fixed for its completion.
- 37.3** The Minister may waive the right of Her Majesty to the whole or any part of the amount payable by the Contractor pursuant to GC37.2 if, in the opinion of the Minister, it is in the public interest to do so.
- 37.3.1** Her Majesty may, without prejudice to any other method of recovery, deduct the amount of such



damages from any monies due or become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works, or from any other of his obligations and liabilities under the Contract.

GC38 TAKING THE WORK OUT OF THE CONTRACTOR'S HANDS

- 38.1** The Minister may, at his sole discretion, by giving a notice in writing to the Contractor in accordance with GC11, take all or any part of the Work out of the Contractor's hands, and may employ such means as he sees fit to have the Work completed if the Contractor:
- 38.1.1** Has not, within six (6) days of the Minister or the Departmental Representative giving notice to the Contractor in writing in accordance with GC11, remedied any delay in the commencement or any default in the diligent performance of the Work to the satisfaction of the Departmental Representative;
 - 38.1.2** Has defaulted in the completion of any part of the Work within the time fixed for its completion by the Contract;
 - 38.1.3** Has become insolvent;
 - 38.1.4** Has committed an act of bankruptcy;
 - 38.1.5** Has abandoned the Work;
 - 38.1.6** Has made an assignment of the contract without the consent required by GC3; or
 - 38.1.7** Has otherwise failed to observe or perform any of the provisions of the Contract.
- 38.2** If the whole or any part of the Work is taken out of the Contractor's hands pursuant to GC38.1:
- 38.2.1** the Contractor's right to any further payment that is due or accruing under the Contract is, subject only to GC38.4, extinguished; and
 - 38.2.2** The Contractor is liable to pay Her Majesty, upon demand, an amount that is equal to the amount of all loss and damage incurred or sustained by Her Majesty in respect of the Contractor's failure to complete the Work.
- 38.3** If the whole or any part of the Work that is taken out of the Contractor's hands pursuant to GC38.1 is completed by Her Majesty, the Departmental Representative shall determine the amount, if any, of the holdback or a progress claim that had accrued and was due prior to the date on which the Work was taken out of the Contractor's hands and that is not required for the purposes of having the Work performed or of compensating Her Majesty for any other loss or damage incurred or sustained by reason of the Contractor's default.
- 38.4** Her Majesty shall pay the Contractor the amount determined not to be required pursuant to GC38.3.

GC39 EFFECT OF TAKING THE WORK OUT OF THE CONTRACTOR'S HANDS

- 39.1** The taking of the Work or any part thereof out of the Contractor's hands pursuant to GC38 does not operate so as to relieve or discharge him from any obligation under the Contract or imposed upon him by law except the obligation to complete the performance of that part of the Work that was taken out of his hands.
- 39.2** If the Work or any part thereof is taken out of the Contractor's hands pursuant to GC38, all plant and material and the interest of the Contractor in all real property, licences, powers and privileges acquired, used or provided by the Contractor under the Contract shall continue to be the property of Her Majesty without compensation to the Contractor.
- 39.3** When the Departmental Representative certifies that any plant, material, or any interest of the Contractor referred to in GC39.2 is no longer required for the purposes of the Work, or that it is not in the interests of Her Majesty to retain that plant, material, or interest, it shall revert to the Contractor.

GC40 SUSPENSION OF WORK BY MINISTER

- 40.1** The Minister may, when in his opinion it is in the public interest to do so, require the Contractor to suspend performance of the Work either for a specified or an unspecified period by giving a notice of suspension in writing to the Contractor in accordance with GC11.
- 40.2** When a notice referred to in GC40.1 is received by the Contractor in accordance with GC11, he shall suspend all operations in respect of the Work except those that, in the opinion of the Departmental Representative, are necessary for the care and preservation of the Work, plant and material.
- 40.3** The Contractor shall not, during a period of suspension, remove any part of the Work, plant or material



- from its site without the written consent of the Departmental Representative.
- 40.4 If a period of suspension is thirty (30) days or less, the Contractor shall, upon the expiration of that period, resume the performance of the Work and he is entitled to be paid the extra cost, calculated in accordance with GC48 to GC50, of any labour, plant and material necessarily incurred by him as a result of the suspension.
- 40.5 If, upon the expiration of a period of suspension of more than thirty (30) days, the Minister and the Contractor agree that the performance of the Work will be continued by the Contractor, the Contractor shall resume performance of the Work subject to any terms and conditions agreed upon by the Minister and the Contractor.
- 40.6 If, upon the expiration of a period of suspension of more than thirty (30) days, the Minister and the Contractor do not agree that performance of the Work will be continued by the Contractor or upon the terms and conditions under which the Contractor will continue the Work, the notice of suspension shall be deemed to be a notice of termination pursuant to GC41.
- GC41 TERMINATION OF CONTRACT**
- 41.1 The Minister may terminate the Contract at any time by giving a notice of termination in writing to the Contractor in accordance with GC11.
- 41.2 When a notice referred to in GC41.1 is received by the Contractor in accordance with GC11, he shall, subject to any conditions stipulated in the notice, forthwith cease all operations in performance of the Contract.
- 41.3 If the Contract is terminated pursuant to GC41.1, Her Majesty shall pay the Contractor, subject to GC41.4 an amount equal to:
- 41.3.1 the cost to the Contractor of all labour, plant and material supplied by him under the Contract up to the date of termination in respect of a contract or part thereof for which a Unit Price Arrangement is stipulated in the Contract; or the lesser of:
- 41.3.2 An amount, calculated in accordance with the Terms of Payment, that would have been payable to the Contractor had he completed the Work; and
- 41.3.3 An amount that is determined to be due to the Contractor pursuant to GC49 in respect of a contract or part thereof for which a Fixed Price Arrangement is stipulated in the Contract less the aggregate of all amounts that were paid to the Contractor by Her Majesty and all amounts that are due to Her Majesty from the Contractor pursuant to the Contract.
- 41.4 If Her Majesty and the Contractor are unable to agree about an amount referred to in GC41.3 that amount shall be determined by the method referred to in GC50.
- GC42 CLAIMS AGAINST AND OBLIGATIONS OF THE CONTRACTOR OR SUBCONTRACTOR**
- 42.1 Her Majesty may, in order to discharge lawful obligations of and satisfy claims against the Contractor or a Subcontractor arising out of the performance of the Contract, pay any amount that is due and payable to the Contractor pursuant to the Contract directly to the obligees of and the claimants against the Contractor or the Subcontractor but such amount if any, as is paid by Her Majesty shall not exceed that amount which the Contractor would have been obliged to pay to such claimant pursuant to legislation applicable under the governing law of the Contract. Any such claimant need not comply with the provisions of such legislation setting out the steps by way of notice, registration or otherwise as might have been necessary to preserve or perfect any claim for lien or privilege which claimant might have had, however Her Majesty shall, prior to paying any such claims, provide the Contractor with ten (10) days prior written notice to the effect that She will be so doing.
- 42.2 Her Majesty will not make any payment as described in GC42.1 unless and until that claimant shall have delivered to Her Majesty:
- 42.2.1 A binding and enforceable Judgment or Order of a court of competent jurisdiction setting forth such amount as would have been payable by the Contractor to the claimant pursuant to the provisions of the legislation applicable under the governing law of this Contract ;
- 42.2.2 A final and enforceable award of an arbitrator setting forth such amount as would have been payable by the Contractor to the claimant pursuant to the provisions of the legislation applicable under the governing law of this Contract; or
- 42.2.3 The consent of the Contractor authorizing a payment.



- 42.3 For the purposes of determining the entitlement of a claimant pursuant to GC42.2.1 and GC42.2.2, the notice required by GC42.8 shall be deemed to replace the registration or provision of notice after the performance of Work as required by any applicable legislation and no claim shall be deemed to have expired, become void or unenforceable by reason of the claimant not commencing any action within the time prescribed by any applicable legislation.
- 42.4 The Contractor shall, by the execution of this Contract, be deemed to have consented to submit to binding arbitration at the request of any claimant those questions that need be answered to establish the entitlement of the claimant to payment pursuant to the provisions of GC42.1 and such arbitration shall have as parties to it any Subcontractor to whom the claimant supplied material, performed Work or rented equipment should such Subcontractor wish to be adjoined and Her Majesty shall not be a party to such arbitration and, subject to any agreement between the Contractor and the claimant to the contrary, the arbitration shall be conducted in accordance with the applicable legislation governing arbitration.
- 42.5 A payment made pursuant to GC42.1 is, to the extent of the payment, a discharge of Her Majesty's liability to the Contractor under the Contract and may be deducted from any amount payable to the Contractor under the Contract.
- 42.6 The Contractor shall comply with all laws in force in the jurisdiction where the Work is being performed relating to payment period, mandatory holdbacks, and creation and enforcement of mechanics' liens, builder's liens, privileges or similar legislation.
- 42.7 The Contractor shall discharge all his lawful obligations and shall satisfy all lawful claims against him arising out of the performance of the Work at least as often as the Contract requires Her Majesty to pay the Contractor.
- 42.8 The Contractor shall, whenever requested to do so by the Departmental Representative, make a statutory declaration deposing to the existence and condition of any obligations and claims referred to in GC42.6.
- 42.9 GC42.1 shall only apply to claims and obligations:
- 42.9.1 The notification of which has been received by the Departmental Representative in writing before payment is made to the Contractor pursuant to TP4.10 and within one hundred and twenty (120) days of the date on which the claimant;
 - 42.9.1.1 Should have been paid in full under the claimant's contract with the Contractor or Subcontractor where the claim is for money that was lawfully required to be held back from the claimant; or
 - 42.9.1.2 Performed the last of the services, Work or labour, or furnished the last of the material pursuant to the claimant's contract with the Contractor or Subcontractor where the claim is not for money referred to in GC42.9.1.1; and
 - 42.9.2 The proceedings to determine the right to payment of which, pursuant to GC42.2, shall have commenced within one year from the date that the notice referred to in GC42.9.1 was received by the Departmental Representative, and the notification required by GC42.9. I shall set forth the amount claimed to be owing and the person who by contract is primarily liable.
- 42.10 Her Majesty may, upon receipt of a notice of claim under GC42.9.1, withhold from any amount that is due and payable to the Contractor pursuant to the Contract the full amount of the claim or any portion thereof.
- 42.11 The Departmental Representative shall notify the Contractor in writing of receipt of any claim referred to in GC42.9.1 and of the intention of Her Majesty to withhold funds pursuant to GC42.10 and the Contractor may, at any time thereafter and until payment is made to the claimant, be entitled to post, with Her Majesty, security in a form acceptable to Her Majesty in an amount equal to the value of the claim, the notice of which is received by the Departmental Representative and upon receipt of such security Her Majesty shall release to the Contractor any funds which would be otherwise payable to the Contractor, that were withheld pursuant to the provisions of GC42.10 in respect of the claim of any claimant for whom the security stands.

GC43 SECURITY DEPOSIT - FORFEITURE OR RETURN

43.1 If:

- 43.1.1 The Work is taken out of the Contractor's hands pursuant to GC38;



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- 43.1.2 The Contract is terminated pursuant to GC41; or
- 43.1.3 The Contractor is in breach of or in default under the Contract;
- 43.2 Her Majesty may convert the security deposit, if any, to Her own use.
- 43.3 If Her Majesty converts the contract security pursuant to GC43.1, the amount realized shall be deemed to be an amount due from Her Majesty to the Contractor under the Contract.
- 43.4 Any balance of an amount referred to in GC43.3 that remains after payment of all losses, damage and claims of Her Majesty and others shall be paid by Her Majesty to the Contractor if, in the opinion of the Departmental Representative, it is not required for the purposes of the Contract.
- GC44 DEPARTMENTAL REPRESENTATIVE'S CERTIFICATES**
- 44.1 On the date that:
- 44.1.1 the Work has been completed; and
- 44.1.2 The Contractor has complied with the Contract and all orders and directions made pursuant thereto, both to the satisfaction of the Departmental Representative, the Departmental Representative shall issue a Final Certificate of Completion to the Contractor.
- 44.2 If the Departmental Representative is satisfied that the Work is substantially complete he shall, at any time before he issues a certificate referred to in GC44.1, issue an Interim Certificate of Completion to the Contractor, and for the purposes of GC44.2 the Work will be considered to be substantially complete:
- 44.2.1 When the Work under the Contract or a substantial part thereof is, in the opinion of the Departmental Representative, ready for use by Her Majesty or is being used for the purposes intended; and
- 44.2.2 when the Work remaining to be done under the Contract is, in the opinion of the Departmental Representative, capable of completion or correction at a cost of not more than:
- Three percent (3%) of the first \$500,000;
 - Two percent (2%) of the next \$500,000, and
 - One percent (1%) of the balance of the value of the Contract at the time this cost is calculated.
- 44.3 For the sole purpose of GC44.2.2, where the Work or a substantial part thereof is ready for use or is being used for the purposes intended and the remainder of the Work or a part thereof cannot be completed by the time specified in C3, or as amended pursuant to GC36, for reasons beyond the control of the Contractor or where the Departmental Representative and the Contractor agree in writing not to complete a part of the Work within the specified time, the cost of that part of the Work which was either beyond the control of the Contractor to complete or the Departmental Representative and the Contractor have agreed in writing not to complete by the time specified shall be deducted from the value of the Contract referred to GC44.2.2 and the said cost shall not form part of the cost of the Work remaining to be done in determining substantial completion.
- 44.4 An Interim Certificate of Completion referred to in GC44.2 shall describe the parts of the Work not completed to the satisfaction of the Departmental Representative and all things that must be done by the Contractor:
- 44.4.1 before a Final Certificate of Completion referred to in GC44.1 will be issued; and
- 44.4.2 Before the twelve (12) month period referred to in GC32.1.2. shall commence for the said parts and all the said things.
- 44.5 The Departmental Representative may, in addition to the parts of the Work described in an Interim Certificate of Completion referred to in GC44.2, require the Contractor to rectify any other parts of the Work not completed to his satisfaction and to do any other things that are necessary for the satisfactory completion of the Work.
- 44.6 If the Contract or a part thereof is subject to a Unit Price Arrangement, the Departmental Representative shall measure and record the quantities of labour, plant and material, performed, used and supplied by the Contractor in performing the Work and shall, at the request of the Contractor, inform him of those measurements.
- 44.7 The Contractor shall assist and cooperate with the Departmental Representative in the performance of his duties referred to in GC44.6 and shall be entitled to inspect any record made by the Departmental Representative pursuant to GC44.6.
- 44.8 After the Departmental Representative has issued a Final Certificate of Completion referred to in



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- GC44.1, he shall, if GC44.6 applies, issue a Final Certificate of Measurement.
- 44.9** A Final Certificate of Measurement referred to in GC44.8 shall:
- 44.9.1** contain the aggregate of all measurements of quantities referred to in GC44.6; and
 - 44.9.2** Be binding upon and conclusive between Her Majesty and the Contractor as to the quantities referred to therein.
- GC45 CLARIFICATION OF TERMS IN GC47 TO GC50**
- 45.1** For the purposes of GC47 to GC50:
- 45.1.1** "Unit Price Table" means the table set out in the Contract; and
 - 45.1.2** "Plant" does not include tools customarily provided by a tradesman in practising his trade.
- GC46 ADDITIONS OR AMENDMENTS TO UNIT PRICE TABLE**
- 46.1** Where a Unit Price Arrangement applies to the Contract or a part thereof the Departmental Representative and the Contractor may, by an agreement in writing:
- 46.1.1** Add classes of labour, plant or material, and units of measurement, prices per unit and estimated quantities to the Unit Price Table if any labour, plant or material that is to be included in the Final Certificate of Measurement referred to in GC44.8 is not included in any class of labour, plant or material set out in the Unit Price Table; or
 - 46.1.2** subject to GC47.2 and GC47.3, amend a price per unit set out in the Unit Price Table for any class of labour, plant or material included therein if the Final Certificate of Measurement referred to in GC44.8 shows or is expected to show that the total quantity of that class of labour, plant or material actually, used or supplied by the Contractor in performing the Work is:
 - 46.1.2.1** Less than eighty-five percent (85%) of that estimated total quantity; or
 - 46.1.2.2** In excess of one hundred and fifteen percent (115%) of that estimated total quantity.
- 46.2** In no event shall the total cost of an item set out in the Unit Price Table that has been amended pursuant to GC47.1.2.1. exceed the amount that would have been payable to the Contractor had the estimated total quantity actually been performed, used or supplied.
- 46.3** An amendment that is made necessary by GC47.1.2.2 shall apply only to the quantities that are in excess of one hundred and fifteen percent (115%).
- 46.4** If the Departmental Representative and the Contractor do not agree as contemplated in GC47. 1, the Departmental Representative shall determine the class and the unit of measurement of the labour, plant or material and, subject to GC47.2 and GC47.3, the price per unit therefor shall be determined in accordance with GC50.
- GC47 DETERMINATION OF COST - UNIT PRICE TABLE**
- Whenever, for the purposes of the Contract it is necessary to determine the cost of labour, plant or material, it shall be determined by multiplying the quantity of that labour, plant or material expressed in the Unit Price Table by the price of that unit set out by agreement in a unit price table which will be included in the Contract prior to signing.
- GC48 DETERMINATION OF COST - NEGOTIATION**
- 48.1** If the method described in GC48 cannot be used because the labour, plant or material is of a kind or class that is not set out in the Unit Price Table, the cost of that labour, plant or material for the purposes of the Contract shall be the amount agreed upon from time to time by the Contractor and the Departmental Representative.
- 48.2** For the purposes of GC49.1, the Contractor shall submit to the Departmental Representative any necessary cost information requested by the Departmental Representative in respect of the labour, plant and material referred to in GC49.1.
- GC49 DETERMINATION OF COST - FAILING NEGOTIATION**
- 49.1** If the methods described in GC47, GC48 or GC49 fail for any reason to achieve a determination of the cost of labour, plant and material for the purposes referred to therein, that cost shall be equal to the aggregate of:



- 49.1.1 all reasonable and proper amounts actually expended or legally payable by the Contractor in respect of the labour, plant and material that falls within one of the classes of expenditure described in GC50.2 that are directly attributable to the performance of the Contract;
- 49.1.2 an allowance for profit and all other expenditures or costs, including overhead, general administration costs, financing and interest charges, and every other cost, charge and expenses, but not including those referred to in GC50.1.1 or GC50.1.3 or of a class referred to in GC50.2, in an amount that is equal to ten percent (10%) of the sum of the expenses referred to in GC50.1.1, and interest on the costs determined under GC50.1.1 and GC50.1.3, which interest shall be calculated in accordance with TP9.
- 49.1.3 provided that the total cost of an item set out in the Unit Price Table that is subject to the provisions of GC47.1.2 does not exceed the amount that would have been payable to the Contractor had the estimated total quantity of the said item actually been performed, used or supplied.
- 49.2 For purposes of GC50.1.1. the classes of expenditure that may be taken into account in determining the cost of labour, plant and material are:
- 49.2.1 Payments to subcontractors;
- 49.2.2 Wages, salaries and travelling expenses of employees of the Contractor while they are actually and properly engaged on the Work, other than wages, salaries, bonuses, living and travelling expenses of personnel of the Contractor generally employed at the head office or at a general office of the Contractor unless they are engaged at the work site with the approval of the Departmental Representative;
- 49.2.3 Assessments payable under any statutory authority relating to workmen's compensation, employment insurance, pension plan or holidays with pay;
- 49.2.4 Rent that is paid for plant or an amount equivalent to the said rent if the plant is owned by the Contractor that is necessary for and used in the performance of the Work, if the rent or the equivalent amount is reasonable and use of that plant has been approved by the Departmental Representative;
- 49.2.5 Payments for maintaining and operating plant necessary for and used in the performance of the Work, and payments for effecting such repairs thereto as, in the opinion of the Departmental Representative, are necessary to the proper performance of the Contract other than payments for any repairs to the plant arising out of defects existing before its allocation to the Work;
- 49.2.6 Payments for material that is necessary for and incorporated in the Work, or that is necessary for and consumed in the performance of the Contract;
- 49.2.7 Payments for preparation, delivery, handling, erection, installation, inspection, protection and removal of the plant and material necessary for and used in the performance of the Contract; and
- 49.3 Any other payments made by the Contractor with the written approval of the Departmental Representative that are necessary for the performance of the Contract.

GC51 RECORDS TO BE KEPT BY CONTRACTOR

- 51.1 The Contractor shall:
- 51.1.1 Maintain full records of his estimated and actual cost of the Work together with all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto;
- 51.1.2 Make all records and material referred to in GC51.1.1 available to audit and inspection by the Minister and the Deputy Receiver General for Canada or by persons acting on behalf of either or both of them, when requested;
- 51.1.3 Allow any of the persons referred to in GC51.1.2 to make copies of and to take extracts from any of the records and material referred to in GC51.1.1; and
- 51.1.4 Furnish any person referred to in GC51.1.2 with any information he may require from time to time in connection with such records and material.
- 51.2 The records maintained by the Contractor pursuant to GC51.1.1 shall be kept intact by the Contractor until the expiration of two (2) years after the date that a Final Certificate of Completion referred to in GC44.1 was issued or until the expiration of such other period of time as the Minister may direct.
- 51.3 The Contractor shall cause all subcontractors and all other persons directly or indirectly controlled by or affiliated with the Contractor and all persons directly or indirectly having control of the Contractor



to comply with GC51.1 and GC51.2 as if they were the Contractor.

GC52 CONFLICT OF INTEREST

It is a term of this Contract that no former public office holder who is not in compliance with the Government of Canada's Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from this Contract.

GC53 CONTRACTOR STATUS

53.1 The Contractor shall be engaged under the contract as an independent Contractor.

53.2 The Contractor or any employee of the said Contractor is not engaged by the Contract as an employee, servant or agent of Her Majesty.

53.3 For the purposes of GC53.1 and GC53.2 the Contractor shall be solely responsible for any and all payments and deductions required to be made by law including those required for pension plans, employment insurance, workers' compensation or income tax.

GC54 GOVERNING LAWS

The Contract shall be governed by the laws in force in the jurisdiction defined in section C14 of the Articles of Agreement.

GC55 SOVEREIGN IMMUNITY

Notwithstanding any provision in this Contract, Her Majesty the Queen in Right of Canada, does not waive any immunity to which she is or may be entitled to by virtue of domestic or international law.

GC56 HUMAN REMAINS, ARCHAEOLOGICAL REMAINS AND ITEMS OF HISTORICAL OR SCIENTIFIC INTEREST

56.1 For the purposes of this clause:

56.1.1 Human remains means the whole or any part of a deceased human being, irrespective of the time that has elapsed since death;

56.1.2 Archaeological remains are items, artefacts or things made, modified or used by human beings in antiquity and may include, but not are limited to, stone, wood, or iron structures; monuments, bump deposits, bone artifacts, weapons, tools, coins, or pottery; and

56.1.3 Items of historical or scientific interest are naturally occurring or manufactured objects or things of any age that are not archaeological remains but may be of interest to society because of their historical or scientific significance, value, rarity, natural beauty, or other quality.

56.2 If, during the course of the Work, the Contractor encounters any object, item or thing which is described in clause GC56.1, or which resembles any object, item or thing described in clause GC56.1, the Contractor shall:

56.2.1 take all reasonable steps, including immediately stopping the Work in the affected area, to protect and preserve the object, item or thing;

56.2.2 immediately notify the Departmental Representative of the circumstances in writing; and

56.2.3 Take all reasonable steps to minimize additional costs which may accrue as a result of any work stoppage.

56.3 Upon receipt of a notification in accordance with GC56.2.2, the Departmental Representative shall, in a timely manner, determine whether the object, item, or things is one described in, or contemplated by, clause GC56.1, and shall notify the Contractor in writing of any action to be performed, or Work to be carried out, by the Contractor as a result of the Departmental Representative's determination.

56.4 The Departmental Representative may, at any time, enlist the services of experts, particularly an archaeologist or historian as appropriate, to assist in the investigation, examination, taking of measurements or other such recordings, placing of permanent protection around or removing of the object, item or thing encountered by the Contractor, and monitoring in case of further discoveries, and the Contractor shall, to the satisfaction of the Departmental Representative, allow them access and cooperate with them in the carrying out of their duties and obligations.

56.5 Human remains, archaeological remains and items of historical or scientific interest encountered at the site of the Work shall remain the property of her Majesty.



56.6 Accept as may be otherwise provided for in the contract, the provisions of GC30 shall apply.

GC57 CONTAMINATED SITE CONDITIONS

57.1 For the purposes of this clause, a contaminated site condition exists when toxic, radioactive or other hazardous substances or materials, or other pollutants, are found to be present at the site of the Work to the extent that they constitute a hazard, or potential hazard, to the environment, property, or the health or safety of any person.

57.2 If the Contractor encounters a contaminated site condition, or has reasonable grounds to believe that a contaminated site condition exists at the site of the Work, the Contractor shall:

57.2.1 take all reasonable steps, including stopping the Work, to ensure that no person suffers injury, sickness or death, and that neither property nor the environment is injured or destroyed as a result of the contaminated site condition;

57.2.2 immediately notify the Departmental Representative of the circumstances in writing; and

57.2.3 Take all reasonable steps to minimize additional costs which may accrue as a result of any work stoppage.

57.3 Upon receipt of a notification in accordance with GC57.2.2, the Departmental Representative shall, in a timely manner, determine whether a contaminated site condition as described in, or contemplated by, clause GC57.1, exists, and shall notify the Contractor in writing of any action to be taken, or Work to be performed, by the Contractor as a result of the Departmental Representative's determination.

57.4 If the Contractor's services are required by the Departmental Representative, the Contractor shall follow the direction of the Departmental Representative with regard to any excavation, treatment and disposal of the contaminated substances or materials.

57.5 The Departmental Representative may at any time, and at the Departmental Representative's sole discretion, enlist the services of experts and specialty contractors to assist in determining the existence of, and the extent and treatment of the contaminated site condition, and the Contractor shall, to the satisfaction of the Departmental Representative, allow them access and cooperate with them in the carrying out of their duties and obligations.

57.6 Accept as may be otherwise provided for in the Contract, the provisions of GC30 shall apply.

GC58 CERTIFICATION - CONTINGENCY FEES

58.1 The Contractor certifies that it has not directly or indirectly paid or agreed to pay and covenants that it will not directly or indirectly pay or agree to pay a contingency fee for the solicitation, negotiation or obtaining of this Contract to any person other than an employee acting in the normal course of the employee's duties.

58.2 All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiation of the Contract shall be subject to the accounts and audit provisions of the Contract.

58.3 If the Contractor certifies falsely under GC58.1 or is in default of the obligations contained therein, Her Majesty may either take the Work out of the Contractor's hands in accordance with the provisions of the Contract to recover from the Contractor by way of reduction to the Contract amount or otherwise the full amount of the contingency fee.

58.4 For the purposes of GC58:

58.4.1 "Contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a Government contract or negotiation the whole or any part of its terms;

58.4.2 "Employee" means a person with whom the Contractor has an employer/employee relationship; and

58.4.3 "Person" includes an individual or a group of individuals, a corporation, a partnership, an organization and an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the Lobbyist Registration Act R.S. 1985 c.44 (4th Supplement) as the same may be amended from time to time.



GC59 DISPUTE SETTLEMENT

59.1 Mutual Discussions

The Contractor and Her Majesty, which for the purpose of this GC 59.1 shall jointly be referred to as the "Parties" and severally as the "Party," agree that if any dispute arises out of or in connection with this Contract, including without limitation any question regarding its existence, validity, termination of rights or obligation of any party, the Parties shall attempt, for a period of thirty (30) days after receipt by one Party of a notice from the other Party of indicating:

59.1.1 the existence of the dispute

59.1.2 its basic substance; and

59.1.3 The other Party's decision to refer the dispute to arbitration in accordance with GC59 of the Contract, the Parties shall attempt to settle the dispute by mutual discussions between them.

59.2 Referral to Arbitration

Any such dispute that cannot be settled amicably by mutual discussion within the thirty (30) day period referred to above, shall be settled by arbitration under the arbitration of the Province of Ontario (the "Rules"). The venue of the arbitration shall be conducted in the province of Ontario, Canada. Any notice of arbitration, response or other communication given to or by a party to the arbitration shall be given and deemed received as provided in the Rules. The costs of the arbitration shall be determined and paid by the parties to the arbitration as provided in the Rules.

59.3 Appointments of Arbitrators

Each of the Parties has the right to appoint one (1) arbitrator. The two (2) arbitrators will in turn appoint the third arbitrator. Should either Party fail to appoint its respective arbitrator within thirty (30) days from the date requested by the other Party, or should the two (2) arbitrators so appointed fail to appoint the third arbitrator within thirty (30) days from the date of appointment of the second arbitrator then such arbitrator(s) shall be appointed by the chairman of the Attribution of the Association of Chartered Engineers in the Province of Ontario, Canada.

59.4 No Legal Proceedings

Each Party agrees that it will not institute any legal proceedings arising out of or in connection with this Contract, except only as provided in this GC34 and each party agrees that it will apply to the court having jurisdiction to homologate for legal enforcement the decision rendered by the arbitral tribunal. In the event any legal proceedings are instituted in any court to enforce any arbitration award, the person or persons against whom enforcement of that arbitration award is sought shall pay all costs, including without limitation the costs of legal counsel and translation fees, of the person or persons seeking to enforce the arbitration award.

59.5 Award Binding

The arbitration must be held within six (6) months of the date of appointment of the arbitrator and the arbitrator is authorized to assess costs against a party who has caused delay or who has failed to comply with any rules of the arbitration. The decision of the arbitrator shall be final, binding and incontestable and may be used as a basis for judgement thereon in the Province of Ontario, Canada, or elsewhere.

59.6 Waivers

The Parties expressly agree to waive Article 48.1 of Law No. 30 Year 1999 on Arbitration and Alternative Dispute Resolution, so that the mandate of the arbitrators duly constituted in accordance with the terms of this Contract shall remain in effect until a final arbitration award has been issued by the arbitrators.

59.7 Enforcement of Awards

For the purpose of enforcing any arbitration award, the Parties choose the general, permanent and not-exclusive domicile of the Office of the Registrar of the Province of Ontario, Canada, without prejudice to the Parties' rights to enforce any arbitration award in any court having jurisdiction over the other Party or its assets.

GC60 FORCE MAJEURE

60.1 Relief from Performance



Neither Her Majesty nor the Contractor shall be liable to the other for any delay in or failure to render, any act or thing to be performed pursuant to this Contract, to the extent that such delay or failure is caused by an event of force majeure. The effected party must use its best endeavours to eliminate the effects of the force majeure as soon as possible and resume performance hereunder.

60.2 No termination

This Contract must not be terminated by temporary force majeure and the rights and obligations of the Contractor and Her Majesty must be restored in full after any period of force majeure has ended.

60.3 Payment of Moneys

60.3.1 If as a consequence of money that is required to be paid by one Party pursuant to the terms and conditions of this Contract cannot be so paid in the manner directed by this Contract due to an event of force majeure, then the Party required to pay must notify the Party entitled to receive the money of the former's inability to pay and the reasons for it.

60.3.2 The Party entitled to receive the money will designate to the Party required to pay an alternative place for payment and the latter will remit the funds to that place for the Party entitled to receive the funds.

60.4 Force Majeure Events

Force majeure events shall include, without limitation, any act of God, civil commotion or delays caused by governmental restriction affecting all or any portion of the Work which prevents or materially restricts either party from performing its obligations hereunder for which such party is responsible

GC61 HEALTH AND SAFETY

61.1 The Contractor shall ensure, in fulfilling its contractual obligations under this Contract, that its employees and agents are appropriately equipped with all safety clothing and equipment required to perform the Work.

61.2 The Contractor shall further ensure that its employees and agents adhere to and follow all applicable health and safety regulations, standards and procedures in force in the jurisdiction and have been trained and will use all mandatory safety equipment imposed by local law when completing the Work under this Contract.



Annex “A” - STATEMENT OF WORK AND FLOOR PLAN

TITLE

Renovation of a Single Apartment for the High Commission of Canada in United Kingdom

Part A – Overview of Requirements

BACKGROUND

Hanover House was constructed as an apartment block in the 1930's. The internal layout of the apartments has not changed since it was first built. The electrical and plumbing infrastructures have not been upgraded since the 1970's. Currently, several of the apartments in the building share the same continuous plumbing system.

The Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for a complete renovation of a single apartment located at Hanover House in London, England, that is 304.5m². The renovation of the apartment includes updating the electrical, heating, plumbing, and flooring. The kitchen and bathrooms are to be renovated as per Part B section 8 of this Statement of Work (SOW). At this time, the renovation does not include structural changes or alterations. This is a design-build project, meaning the Contractor is responsible for the design, planning, organisation, control and construction of the apartment renovations.

SCOPE

The works require the complete renovation and redecoration of the apartment, as per Part B – Technical Requirements of this SOW.

As part of the Works, the Contractor is responsible for the following key activities:

- Attend a Kick-Off meeting on-site with the Departmental Representative;
- Provide a hardcopy in English to the Departmental Representative of the schedule outlining anticipated dates of all project milestones deliverables;
- Ensure the programming of these works shall be undertaken in conjunction with all other trades and subcontractors under the Contractor.
- The works shall be agreed upon by the Departmental Representative with the Contractor as a final quality assurance check that the full scope of works was completed and the building left in a fully functional and operational site fit for purpose;
- Be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract;
- Provide the Mechanical & Electrical (M&E) drawings and specifications as outlined in the Tasks section of the SOW within four (4) weeks of the contract being awarded.
- The apartment at this stage may be unoccupied, but this cannot be guaranteed;
- Provide all documentation in form of specifications, designs, materials and schedules that will form part of a submission package to Hanover House for licence approval;
- Verify that all materials and equipment are operational;
- Immediately following the kick-off meeting, the Contractor must conduct a site survey to verify all measurements on floorplans and specs including the kitchen design are accurate as well as to confirm all existing site conditions;
- Ensure that quantities of items ordered (i.e. flooring, acrylic panels for bathrooms, etc.) are sufficient for the area that it will need to cover;
- Provide material samples as requested when those stated in the SOW are not available as a matter of course and must meet with the approval of Departmental Representative; and



- The works must be performed within the requirements of the Construction (Design and Management) Regulations 2015 found at the following link (*below*):
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>.

TASKS

These tasks must be completed using Part B Technical Requirements of this SOW where required.

The Contractor must:

- Identify a Site Manager who shall be responsible for the overall management of the project and shall represent the Contractor on the site during construction;
- Ensure the Project Site Manager attends all weekly site meetings with the Departmental Representative and provide regular updates to the Departmental Representative via email;
- Provide Lighting and Power (including fire safety equipment) drawing(s);
- Provide Heating & Gas drawing(s);
- Provide District Water System & Ventilation drawing(s);
- Provide Drainage drawing(s);
- Undertake an Asbestos Survey including drawing(s) and a plan for removal (if applicable);
- Prepare an M&E specification to be read in conjunction with the drawings, documents and plans found within the SOW;
- Be responsible for Asbestos removal (if applicable);
- Supply and install a new domestic central heating system comprised of two zones (one for the bedroom wing of the apartment, and the other for front living end of the apartment);
- Supply and install of a new gas fired condensing system boiler, utilising existing boiler flue location and a new low-pressure natural gas service installation;
- Supply and install new cold water down service installation;
- Supply and install new kitchen and supplied appliances to agreed design;
- Supply and install new bathrooms to agreed design;
- Supply and install new electrical installations (lighting, power and phones / internet);
- Provide full plumbing installation to M&E design (hot, cold and heating plus all necessary wastes);
- Remove redundant plant including radiators except for the communal radiator;
- Provide carpentry to include all new architraves, skirting, door stops, internal doors;
- Provide full re-decoration of apartment;
- Supply and install new hardwood floors on acoustic sound insulation;
- Supply and install tiles to the bathrooms and kitchen with acrylic panels (bathrooms) and laminate backsplashes (kitchen);
- Provide introduction of mechanical ventilation to kitchen and bathrooms via windows where possible. Photos of the property can be taken during site visit, but must for security reasons be uncirculated and kept for the sole use of the project;
- Turn off services at the incoming mains to apartment(s) so all plumbing and electrical fixtures can be disconnected safely;
- Remove all kitchen & bathroom units, worktops; fixtures & fittings (as per M&E consultant's docs);
- Carefully remove wall tiles to bathrooms and kitchen;
- Carefully remove wall paper;
- Turn off all electrical wiring and fixtures including, but not limited to, any telephone, alarm, cable TV, trip out/panic alarm and have it traced back to original power source(s);
- Remove all old and redundant plumbing pipework (hot, cold and heating) back to incoming source(s);
- Remove all old and redundant architraves, skirting, door stops, internal doors, picture rails, frames; dado rails except crown mouldings which can stay;



- Remove all old and redundant carpets and underlay including gripper rods and door trims;
- Remove all old and redundant heating pipework and radiators as per M&E consultants (which will be provided once floors / pipe runs have been exposed);
- Remove all security grills (but not secondary glazing);
- Remove all fitted wardrobes, shelving units and dresser units;
- Remove glass to borrowed lights in apartment corridors;
- Ensure that any stripping out of partitions or fittings must be carried out in a manner to eliminate nuisance, injury or damage to adjoining occupants or premise;
- Ensure that all Codes of Practice in relation to noise control on construction and demolition sites shall be complied with;
- Anticipate damage that may occur from the removal of wardrobes, wall paper and other elements and factor this into their price proposal;
- Provide all Operations & Maintenance Manuals, with any additional information as necessary on operation of any electrical or mechanical installations;
- Provide electronic and hard copies change orders and other documents requested to the Departmental Representative at weekly site meetings;
- Submit a copy of a warranty for a period of 1 year at no cost to the Government of Canada signed by the Contractor;
- Provide all completion certificates and associated certificates showing compliance with current UK standards relating to all electrical installations or similar to be presented to the Departmental Representatives on completion; and
- Return apartment in a clean and tidy state.

CONSTRAINTS

The Contractor must make special note of these specific instructions from Hanover House Management as they have critical implications for site management.

1. Working Hours

The work is to be carried out during normal working hours, Monday to Friday 9.00 am to 5.00 pm inclusively. Prior consent in writing must be obtained from the Departmental Representative to the carrying out of any works before 9.00am or after 5.00 pm or during the weekends.

2. Noisy Work

Noisy work is limited to four hours a day between 10 am – 12 pm and 2 pm – 4 pm. 24 hours' notice must be given to adjoining residents when such work is planned. This includes the use of power tools to drill, cut or grind any part of the structure - i.e. ceiling, walls or floor. Loud radios or similar must not be played on the premises.

3. Control Measures

All noisy work needs to be identified and noise-reducing and dust-control measures taken. No work is permitted on public holidays or on Sundays.

4. Common Parts

Please note that the Contractor may not work on, or prepare for work, or store items in the main entrance hall, landings, stairs or basement store areas. Contractors are to have their own workshop spaces off-site or inside the apartment – which are suitably compliant with Health and Safety requirements - and ensure the common parts are kept clean at all times and with no trip hazards.



5. Public Areas Protections

If access via the common parts is required, the carpets must be protected in conformity with health and safety standards from damage and must be cleaned at the end of each day. Please keep neighbours informed on progress and duration of the works.

6. Fire Escape Stairs

The fire escape stairs can be used but must be kept clear at all times. This would need to be properly managed by the site team. Congregation within the light well area is also not permitted due to the sound echo transfer.

7. Skips

Skips are not permitted. Everything should be bagged up and stored in the apartment until it can be removed from the apartment, usually via a wait and load arrangement at the rear of the building. The Contractor will need to apply to Westminster Council for a skip permit. No debris may be accumulated on back exit areas. Debris must be carried to the designated collection point via the fire escape at the end of the day and removed by a pick-up van daily.

8. Mobile Access Tower

Not permitted without strict approval from the building managing agent. Do not assume access.

9. Security

Contractors should not leave the main communal entrance door or rear fire escape door open, whilst unmanned, under any circumstances. The Contractor is responsible for any damage, theft or loss caused at the work site. The Contractor shall ensure that the work site is cleaned up every day and free of safety hazards.

10. Smoking

Smoking is not permitted anywhere on the premises of Hanover House.

11. Parking

Contractors may only park their vehicles on Hanover House property in compliance with the Hanover House Parking Regulations, a copy of which is available from the Porters

12. Welfare accommodation

The Contractor can utilise the apartment for welfare accommodation during working hours only and also use of toilet and wash basin. The Contractor has full responsibility for the cleaning and maintaining of these facilities during the construction phase and abuse of this concession under the Departmental Representative checks will revoke permission for use and at no extra cost to the contract the contractor will have to make alternative arrangements.



HEALTH AND SAFETY RESPONSIBILITIES OF THE CONTRACTOR

The Contractor must:

- Ensure installations are in agreement with United Kingdom building regulations - <https://www.gov.uk/building-regulations-approval>;
- Adhere to fire regulations in accordance to Part B of the Building Regulations;
- Provide all necessary dust sheets or protection required to maintain a clean and safe working environment throughout the works;
- Provide all necessary ladders, safety equipment, tools and other specialised equipment to execute the works in an efficient and safe manner;
- Be responsible for any damage, theft or loss caused by their team and/or subcontractors at the work site.
- Remove all equipment and store it properly at the end of each work day;
- Ensure that qualified contractors such as plumbers, electricians and other tradesmen are appointed at all times. All contractors and subcontractors are to be registered with a suitable UK based certification construction organisation including but not limited to – RICS, CIOB, Buildmark, Federation of Master Builders. Electrical certificates from qualified form National Inspection Council for Electrical Installation Contracting (NICEIC) or similar approved electricians will be required and sought by Departmental Representative where appropriate. Similar certification required under Gas Safe regulations for plumbers etc.;
- Follow The Health and Safety at Work Act 1974 for their workers, subcontractors, temps, casual workers, the self-employed, clients, visitors and general public. For more information please visit: <https://worksmart.org.uk/health-advice/health-and-safety/employer-duties/what-health-and-safety-work-act>

CONTRACTOR SUPPORT

DFATD will:

- a. Provide floor plans for 46 Hanover House;
 - b. Provide a copy of Hanover House – Regulations Governing Works to Flats (apartments) - Faraday
 - c. Approve all of the designs;
 - d. Obtain a License to Alter (in progress);
 - e. Conduct schedule of conditions to the apartments below 46 Hanover House;
- ** Please note that work cannot start until the Approval items c.-e. above are obtained.**
- f. Write to the building managing agents and advise them of asbestos removal dates;
 - g. Write to the residents advising of dates and outlining the project; and
 - h. Confirm when this work can start.



PART B – TECHNICAL REQUIREMENTS

WINDOWS

1. Windows: external window frames are the responsibility of the building managing agents.
2. Overhaul/Ease and adjust all windows and make serviceable: this includes replacing faulty sash window cords and mechanisms where needed.
3. Windows should be stripped back, sanded and painted in a Dulux White Eggshell Gloss or a similar equivalent with approval of the Departmental Representative with the exception of the Kitchen windows and door frame which should be painted in Dulux Eggshell Slate Grey or a similar equivalent with approval of the Departmental Representative. Paint must be applied as per the manufacturers instructions.
4. Upgrade window ironmongery in chrome with samples to be provided to the Departmental Representative for approval.
5. Remove secondary glazing units and label up to ensure the correct ones are put back in their original place upon completion.

ELECTRICAL

1. Electrical cables should be run alongside the pipes of dual compartment boxed skirting boards.
2. From skirting they should be chased up from flooring level to sockets and light switches. This is opposed to having to drop the ceilings, losing ceiling height, and chasing from the ceiling down which would result in more noise for the other residents and take more time.
3. Sockets need to be installed at least 450mm up from the floor level of a room. TV points, telephone points, doorbells and light switches should be a max height of 1200mm from the floor. Electrical sockets, switches and other electrical control devices should be a minimum of 350mm from corners of a room as per current guidelines.
4. The standard height of a worktop from the floor to the worktop surface is 910mm. The general rule is to then set your sockets 150mm above this (measured from worktop surface to the bottom of the socket).
5. Electrical sockets or switches should be fitted at a safe distance (it is recommended at least 30cm horizontally) from a sink to avoid the chance of water coming into contact with electricity.
6. The Departmental Representative will need to see a copy of the contractor's NICEIC electrical certificate before works.
7. Rewire the apartment in accordance with current B.S.7671 18th Edition I.E.E. Wiring Regulations prior to completion and Certified under Building Regulations Part P.
8. All certificates to be provided to the Departmental Representative as part of the handover.
9. Renew wiring throughout in conjunction with the electrical drawing.
10. Remove redundant wiring from past alarms and TV packages.
11. Supply and install new fuse boards as required- size and amount to be confirmed by Departmental Representative and Contractor.
12. Supply and install connection ports to the building's hyper-optic internet infrastructure which starts near the front door (exact site to be confirmed) in the living room, and integrated Wi-Fi repeaters in the electrical sockets at the start of the hall leading to the bedroom, and again at the end of this hall. Test and ensure connection is working.
13. Install Freeview and ensure the service is fully operational in in the living room- location to be confirmed with the Departmental Representative, and to be indicated on the electrical drawing. Trouble shoot and liaise with a company called MDTV (08452300028 info@mdtv.co.uk) where needed to make this happen.



MECHANICAL WORK

1. Note: The forming of new holes through external walls for waste pipes is not generally permitted. Any approval granted by the Departmental Representative would be on the basis that the pipework matches the material and finish of the existing pipework and any external damage to the white glazed brickwork is inspected and approved by the Departmental Representative.
2. Renew plumbing installations and pipework throughout in accordance with M&E design and specification.
3. All pipe work to be in copper. No plastic push foot pipes permitted.
4. Where it is practical to do so, all existing lead pipe work is to be removed and replaced in copper. No connections shall be made to lead pipe work that is built into the external walls of the building. When removing lead pipe work the Contractor should ensure that it is done in accordance with the HSE recommendations for the protection of operatives when handling and removing lead pipe work. Guidelines on “Lead in the work place” issued by The Chartered Institute of Plumbing and Heating Engineering should also be referred to. Care must also be taken by the Contractor to ensure the isolation or redundancy of any lead pipe work before it is removed. The Contractor shall be held responsible for any damage to adjoining apartments caused by him or his sub contractor’s failure to take such care.
5. Renew all incoming isolation valves with lever valves (not ballofix type valves).

HEATING WORKS

1. New boiler to be installed by a Gas Safe-registered engineer.
2. Note that hot water is provided by communal boilers. Independent individual boilers are heat only.
3. The boiler should be a pressure sealed system type such as a Worcester Bosch Greenstar 30 CDI pressurized system or a similar equivalent with approval of the Departmental Representative and agreed with the M&E Designer.
4. Renew heating installation including new underfloor pipework from communal system rising mains and new radiators throughout in accordance with the new design.
5. Radiators must be replaced on a like for like basis (size wise) with Stelrad Vita Plan radiators (or a similar equivalent with approval of the Departmental Representative) EXCEPT the communal radiator in the foyer. All certificates to be provided to Departmental Representative as part of the handover of Operations & Maintenance Manuals.
6. All M&E installations must be inspected by building management (Faraday Property Management Ltd) before they are concealed.
7. Supply & Install 2 x Kickspace heaters. For example: KPH-1500Classic - Kitchen Plinth heater - Central Heating - Hydronic - 1.5kW (White) [Energy Class A++] or a similar equivalent with approval of the Departmental Representative to kitchen and locations as specified on the kitchen design. These need to be connected to the room stat for the front heating zone.

FLOORING

1. Supply and install Acoustilay Product Code: F4303Medium throughout (or a similar equivalent with approval of the Departmental Representative).
2. Supply and install Balmoral Engineered Oak Flooring throughout - Engineered Flooring
Board Dimensions: Thickness: 14mm | Wear Layer: 3mm | Widths: 150mm and 190mm | Length: 1900mm (allowing max 25% nested)
3. Board Description: Fixing: Tongue and groove | Profile: Micro bevel on all four sides
4. Bathroom & kitchen vinyl flooring Quick-Step Livyn Light Grey Travertine Luxury Vinyl Flooring 2.08 m² Pack from Howdens, Product Code: SDH3688 or a similar equivalent with approval of the Departmental Representative.



KITCHEN/ UTILITY ROOM/ LAUNDRY

1. All appliances will be free standing and non-integrated.
2. Room Stacking: Changes to room positioning at Hanover House are not generally allowed. Stacking, i.e. wet-over- wet and dry-over-dry is to be maintained. Contractor shall furnish and install all the electrical and plumbing needs for layout of the kitchen as per new design.
3. Previously tiled walls not currently covered with backboards or splash backs can be painted in Dulux Absolute White kitchens range or a similar equivalent with approval of the Departmental Representative. Paint must be applied as per the manufacturers instructions.
4. Replace lead pipes under kitchen sink with plastic or a similar equivalent with approval of the Departmental Representative.
5. Remove existing window extractor fan. Supply and install 1 x Kitchen Extractor Window Fan Greenwood 1B-LE150HT-EWLE150 from Epiair Product Code: SKU: 1B-LE150HT-EWLE150 – or a similar equivalent with approval of the Departmental Representative.
6. Kitchen cupboards: supply and install new kitchen from the Howdens Hockley Super Matt White Handleless Range or a similar equivalent with approval of the Departmental Representative.
7. Kitchen Counter Top: supply and install the Howdens Full Bullnose Light Stone Effect Laminate Worktop or a similar equivalent with approval of the Departmental Representative.
8. Back splashes: supply and install Howden's Copper Backboards (as per kitchen designs) or a similar equivalent with approval of the Departmental Representative. These will replace the existing kitchen tiles.
9. Backboards including inset the window frames: supply and install Howden's Grey Backboards (as per kitchen design) or a similar equivalent with approval of the Departmental Representative. These replace the white kitchen tiles.
10. Hob/range/cooker splash back: supply and install a Howden's Stainless Steel Splash back 900mm directly behind the unit; or a similar equivalent with approval of the Departmental Representative.
11. Kitchen sink: supply and install a Howden's stainless steel double kitchen sink or a similar equivalent with approval of the Departmental Representative.
12. Kitchen tap: supply a Paris Pull Out Kitchen Mixer Tap in chrome available from MGM Products; Paris Pull Out Kitchen Mixer Tap or a similar equivalent with approval of the Departmental Representative.
13. Extractor fan (over the hob/range/cooker) which will be appx 60 to 80cm to be confirmed as per kitchen design. Contractor must install a Siemens, Neff or Bosch model or a similar equivalent with approval of the Departmental Representative.
14. Ensure kitchen extractor fan is a minimum of 650mm from the height of the hob.
15. Kitchen counter top metallic edging: supply and install edging strips to the new kitchen counter tops on their side adjacent to the free standing oven to avoid heat warping and in front of kitchen sink to avoid water warping (appx 1 foot either side width wise of the kitchen sink).
16. Contractor to take delivery of new free stand/non-integrated appliances (purchased by the High Commission) placing them in position and connecting them to services as well as removing all packaging from site.

BATHROOMS

Bathrooms are to be replaced on a like for like basis with new units.

1. Note: Macerator pumps / Saniflo's are strictly not permitted. Building management requires that all bathrooms need to be suitably tanked, as part of any strip out/replacement, using an impermeable waterproof membrane layer, such as BAL WP1 Waterproofing Tanking System or Aquaseal (or a similar equivalent with approval of the Departmental Representative), to encapsulate the floor and 900mm above the floor on the walls. This will be inspected by the building managing agents of Hanover House (Faraday Property).



2. Note- Room Stacking: Changes to room positioning at Hanover House are not generally allowed. Stacking, i.e. wet-over- wet and dry-over-dry is to be maintained. Macerator pumps / Saniflo's are strictly not permitted.
3. Note: waste drains from showers and baths should be a minimum of 1.5 inches to ensure proper drainage or 2 inches preferable where possible.
4. Note: Waste pipes need to be installed sloping down to ensure the water runs the right way. This needs to be a minimum of 10mm fall for every 4m of pipe which can lead to insufficient fall within the floor void under baths or showers (especially under low-level or flush shower trays).
5. Note: The Contractor must install access panels to the bathroom units so that the toilet cistern can be easily reached for future repairs.
6. Bathroom cupboard units: The Contractor must replace the current bathroom suites on a like for like basis (in terms of layout and units) with the Meleti Suite Range of Products available from Wickes or a similar equivalent with approval of the Departmental Representative including the counter top, basin tap, shower mixer, shower screen and bathtub. Additional shower trays and doors should also be obtained from Wickes.
7. Bathroom mirror: The Contractor must supply and install a Wickes Semi-Frameless White Double Mirror Bathroom Cabinet - 500mm or a similar equivalent with approval of the Departmental Representative replacing the existing on a like for like basis.
8. Panelling: The Contractor must supply and install non-transparent white acrylic panels throughout with the wall opposite the doorway in a coffee or gray coloured panel available from Wickes or a similar equivalent with approval of the Departmental Representative.
9. The acrylic panels must run from the floor to ceiling.
10. Joints in between panels should be concealed with chrome strips.
11. All mastic works shall be in white.
12. The Contractor must replace towel rails on a like for like basis/the same size with the St Ives Range from John Lewis or a similar equivalent with approval of the Departmental Representative.
13. Window extractor fan- the contractor must replace the existing unit with a Greenwood Samika LE100 Low Voltage Window Fan with Discreet Cover, Humidistat & Timer - 1B-LE100SVHT-EWLE100 available from Epicair, product number: SKU: 1B-LE100SVHT-EWLE100 or a similar equivalent with approval of the Departmental Representative.
14. Toiletry accoutrements: The Contractor must supply & install all accessories on a like for like basis from the John Lewis Robert Welch Range or a similar equivalent with approval of the Departmental Representative.
15. Chrome wall mounted loo roll holder x 3 toilets:
 - a) Bath/shower rooms: double chrome towel rail x 2 in each;
 - b) Powder rooms Towel Rings x 1 in each;
 - c) Bathrooms except powder room: chrome hand towel rail in each;
 - d) 2 x chrome hooks on the back of each bath/shower/powder room door.

DOORS, TRIMS & ARCHITRAVES

1. Renew skirting, frames, architraves and door stops. The timber is to match flooring and to be varnished in oak.
2. Refurbish existing solid wood doors in the kitchen, living room, dining rooms and hallway leading to the bedrooms.
3. Strip the paint off the backs of both the kitchen door and hallway; re-stain to ensure it matches new skirting, frames and architraves. Paint/stain must be applied as per the manufacturers instructions
4. Contractor to provide an alternate cost for consideration for replacing all doors in a similar finish timber faced quality.
5. Switch hinge of kitchen door from right to left opening.
6. Previously painted bathroom, hallway, storage and utility room doors and bedroom doors need to be replaced with FDS30 Doors in the Howden's Genoa Range or a similar equivalent with approval of the Departmental Representative. Contractor to determine sizes.



7. Replace architraves of the bathroom, hallway, storage and utility room doors and bedroom in oak to match door frames.
8. Storage room doors might require a custom made door in the same style (to be confirmed at site visit).
9. Door ironmongery to be replaced with the Howden's Newington Range or a similar equivalent with approval of the Departmental Representative.
10. Previously varnished heritage doors and architraves need to be stripped, sanded and varnished in a hue similar to what they are in now.
11. Ironmongery on previously varnished heritage doors needs to be replaced with the Howden's Newington Range or a similar equivalent with approval of the Departmental Representative.
12. Bathroom doors must be fitted with a handle that locks and painted in the Howden's Newington Range or a similar equivalent with approval of the Departmental Representative. Paint must be applied as per the manufacturers instructions.
13. Do not remove from site any secondary glazing where it is to be found.
14. Supply and install to the back of each bedroom door 2 x double chrome door hooks from the John Lewis Robert Welch Range or a similar equivalent with approval of the Departmental Representative.

CEILINGS/LIGHTING

1. All coving/crown moldings need to remain.
2. Replace light fixtures throughout with pendant light fixtures.
3. The pendant light fixture in the dining room should hang 4 feet from the ceiling as it will hover over the table.
4. Replace bathroom and kitchen lighting with high quality GU10 LED pot light fixtures.
5. Supply and install in each fixture LED bulbs only.
6. Bathroom window extractor fans must turn on automatically when the light is turned on.

DECORATIONS

1. Remove previous wallpaper (where applicable) on walls & ceilings and then make good with a skim coat.
2. Skim coat water damaged and cracked ceilings and walls.
3. Paint entire interior (ceilings and walls) in Dulux Absolute White using a matt emulsion or a similar equivalent with approval of the Departmental Representative in all rooms except the kitchens and bathrooms where a vinyl silk must be used. Paint must be applied as per the manufacturers instructions.
4. All timberwork to be prepared and varnished.
5. Skirting boards shall be painted in a durable Dulux eggshell white or a similar equivalent with approval of the Departmental Representative. Paint must be applied as per the manufacturers instructions.
6. Fireplace marble crack needs to be repaired and the fireplace marble polished.

FIRE SAFETY EQUIPEMENT

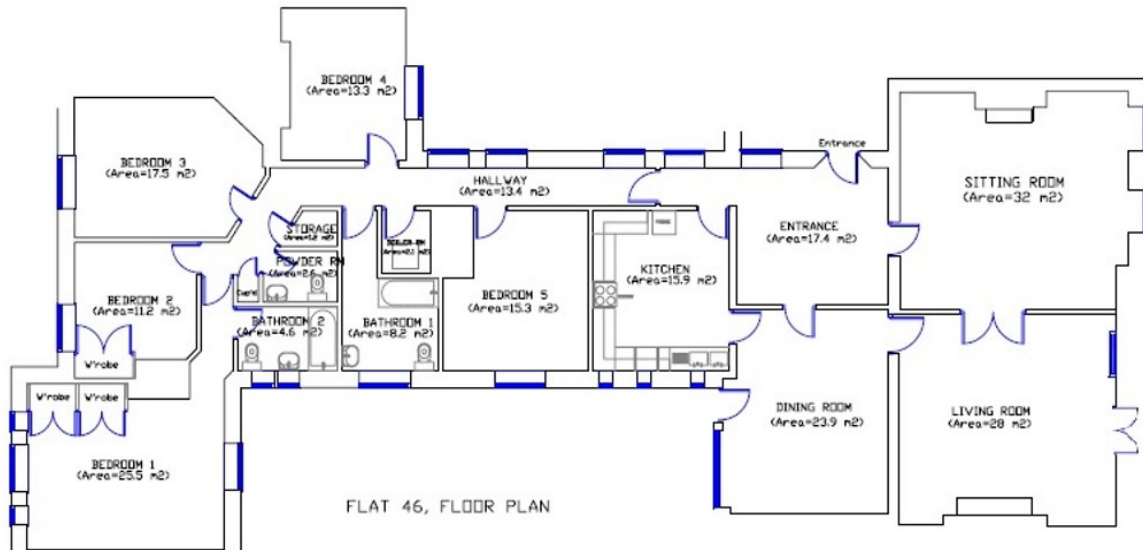
1. Supply & install a new mains powered smoke & heat detector in the kitchen.
2. Supply & install a new mains powered smoke & heat detector in the foyer.
3. Supply & install a new mains powered smoke & heat detector in the bedroom wing of the hallway.

CLEANING

Upon completion of work, the whole area shall be returned to clean condition with no dust or rubbish in evidence.



FLOOR PLAN





ANNEX B – TERMS OF PAYMENT

TP1 AMOUNT PAYABLE - GENERAL

- 1.1 Subject to any other provisions of this Contract, Her Majesty shall pay the Contractor, at the times and in the manner hereinafter set out, the amount by which:
- 1.1.1 the aggregate of the amounts described in TP2 exceeds; and
 - 1.1.2 the aggregate of the amounts described in TP3;
- and the Contractor shall accept that amount as payment in full satisfaction for everything furnished and done by him in respect of the Work to which the payment relates.
- 1.2 Subject to any other provisions in this Contract, “Days” shall mean continuous calendar days including weekends and statutory public holidays.

TP2 AMOUNT PAYABLE TO THE CONTRACTOR

- 2.1 The amounts referred to in TP1.1.1 are the aggregate of:
- 2.1.1 The contract amount referred to in C8 of the Articles of Agreement; and
 - 2.1.2 The amounts, if any, that are payable to the Contractor pursuant to the General Conditions.

TP3 AMOUNT PAYABLE TO HER MAJESTY

- 3.1 The amounts referred to in TP1.1.2 are the aggregate of the amounts, if any, that the Contractor is liable to pay Her Majesty pursuant to the Contract.
- 3.2 When making any payment to the Contractor, the failure of Her Majesty to deduct an amount referred to in TP3.1 from an amount referred to in TP2 shall not constitute a waiver of the right to do so, or an admission of lack of entitlement to do so in any subsequent payment to the Contractor.

TP4 TIME OF PAYMENT

- 4.1 In these Terms of Payment:
- 4.1.1 The "payment period" means a period of thirty (30) consecutive days or such other longer period as is agreed between the Contractor and the Departmental Representative;
 - 4.1.2 An amount is "due and payable" when it is due and payable by Her Majesty to the Contractor according to TP4.4, TP4.7 or TP4.10;
 - 4.1.3 An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable;
 - 4.1.4 The "date of payment" means the date of the negotiable instrument of an amount due and payable by the Receiver General for Canada and given for payment; and
 - 4.1.5 The "Bank Rate" means the discount rate of interest set by the Bank of Canada in effect at the opening of business on the date of payment.

Progress Payments

- 4.2 The Contractor shall, on the expiration of a payment period, deliver to the Departmental Representative in respect of that payment period a written progress claim in a form acceptable to the Departmental Representative that fully describes any part of the Work that has been completed (including its percentage of the total Work), and any material that was delivered to the work site but not incorporated into the Work, during that payment period.
- 4.3 The Departmental Representative shall, not later than ten days after receipt by him of a progress claim referred to in TP4.2:
- 4.3.1 Inspect, or cause to have inspected, the part of the Work and the material described in the progress claim; and
 - 4.3.2 Determine the value of the part of the Work and the material described in the progress claim that, in the opinion of the Departmental Representative:
 - 4.3.2.1 is in accordance with the Contract, and
 - 4.3.2.2 was not paid for in any other progress claim relating to the Contract.



- 4.4 Subject to TP1 and TP4.5 Her Majesty shall, no later than thirty (30) days after the receipt by the Departmental Representative of a progress claim referred to in TP4.2, pay the Contractor an amount that is equal to the value that is determined under TP4.3.2 less a holdback as stated in C12.
- 4.5 It is a condition precedent to Her Majesty's obligation under TP4.4 that the Contractor has made and delivered to the Departmental Representative a statutory declaration in respect of a progress claim referred to in TP4.2.
- 4.6 A statutory declaration referred to in TP4.5 shall contain a deposition by the Contractor that up to the date immediately preceding the Contractor's latest progress claim, all lawful obligations of the Contractor with regard to subcontractors and suppliers of material in respect of the Work under the Contract have been fully discharged.

Interim Certificate of Completion

- 4.7 Subject to TP1 and TP4.8, Her Majesty shall, not later than thirty (30) days after the date of issue of an Interim Certificate of Completion referred to in GC44.2, pay to the Contractor an amount that is equal to the amount referred to in TP1, less the aggregate of:
- 4.7.1 An amount that is equal to the Departmental Representative's estimate of the cost to Her Majesty of rectifying defects and deficiencies described in the Interim Certificate of Completion; and
- 4.7.2 an amount that is equal to the total of all payments made by Her Majesty under TP4.4.
- 4.8 It is a condition precedent to Her Majesty's obligation under TP4.7 that the Contractor has made and delivered to the Departmental Representative a statutory declaration described in TP4.9 in respect of an Interim Certificate of Completion referred to in GC44.2.
- 4.9 A statutory declaration referred to in TP4.8 shall contain a deposition by the Contractor that up to the date of the Interim Certificate of Completion the Contractor has:
- 4.9.1 Discharged all of the Contractor's lawful obligations to the subcontractors and suppliers of material in respect of the Work under the Contract; and
- 4.9.2 Discharged the Contractor's obligations referred to in GC14.6.

Final Certificate of Completion

- 4.10 Subject to TP1 and TP4.11, Her Majesty shall, not later than sixty (60) days after the date of issue of a Final Certificate of Completion referred to in GC44.1, pay the Contractor the amount referred to in TP1 less the sum of all payments that were made pursuant to TP4.4 and TP4.7.
- 4.11 It is a condition precedent to Her Majesty's obligation under TP4.10 that the Contractor has made and delivered a statutory declaration described in TP4.12 to the Departmental Representative.
- 4.12 A statutory declaration referred to in TP4.11 shall, in addition to the depositions described in TP4.9, contain a deposition by the Contractor that all of the Contractor's lawful obligations and any lawful claims against the Contractor that arose out of the performance of the Contract have been discharged and satisfied.

TP5 PROGRESS REPORT AND PAYMENT THEREUNDER NOT BINDING ON HER MAJESTY

Neither a progress claim referred to in TP4.3 nor any payment made by Her Majesty pursuant to these Terms of Payment shall be construed as an admission by Her Majesty that the Work, material or any part thereof is complete, is satisfactory or is in accordance with the Contract.

TP6 DELAY IN MAKING PAYMENT

- 6.1 Notwithstanding GC7 any delay by Her Majesty in making any payment when it is due pursuant to these Terms of Payment shall not be a breach of the Contract by Her Majesty.
- 6.2 Her Majesty shall be liable to pay to the Contractor simple interest at the average Bank Rate as defined in TP9.2.2 plus three percent (3%) per annum on any amount that is overdue, from the date such amount becomes overdue until the day prior to the date of payment, inclusive. No interest will be payable or paid in respect of payment unless the Contractor so requests after payment has become due.



- 6.3** Interest shall not be payable or paid unless the amount referred to in TP6.2 has been overdue for more than fifteen (15) days following:
- 6.3.1** The date the said amount became due and payable; or
 - 6.3.2** The receipt by the Departmental Representative of the statutory declaration referred to in TP4.5, TP4.8 or TP4.11;
whichever is the later, and
 - 6.3.3** Interest shall not be payable or paid on overdue advance payments if any.

TP7 RIGHT OF SET-OFF

- 7.1** Without limiting any right of set-off or deduction given or implied by law or elsewhere in the Contract, Her Majesty may set-off any amount payable to Her Majesty by the Contractor under this Contract or under any current contract against any amount payable to the Contractor under this Contract.
- 7.2** For the purposes of TP7.1, "current contract" means a contract between Her Majesty and the Contractor:
- 7.2.1** under which the Contractor has an undischarged obligation to perform or supply work, labour or material; or
 - 7.2.2** In respect of which Her Majesty has, since the date on which the Articles of Agreement were made, exercised any right to take the Work that is the subject of the Contract out of the Contractor's hands.

TP8 PAYMENT IN EVENT OF TERMINATION

If the Contract is terminated pursuant to GC41, Her Majesty shall pay the Contractor any amount that is lawfully due and payable to the Contractor as soon as is practicable under the circumstances.

TP9 INTEREST ON SETTLED CLAIMS

- 9.1** Her Majesty shall pay to the Contractor simple interest on the amount of a settled claim at an average Bank of Canada Rate plus one and a quarter percent (1.25%) from the date the settled claim was outstanding until the day prior to the date of payment.
- 9.2** For the purposes of TP9.1:
- 9.2.1** A claim is deemed to have been settled when an agreement in writing is signed by the Departmental Representative and the Contractor setting out the amount of the claim to be paid by Her Majesty and the items of work for which the said amount is to be paid.
 - 9.2.2** An "average Bank Rate" means the discount rate of interest set by the Bank of Canada in effect at the end of each calendar month averaged over the period the settled claim was outstanding.
 - 9.2.3** A settled claim is deemed to be outstanding from the day immediately following the date the said claim would have been due and payable under the Contract had it not been disputed.
 - 9.2.4** A claim means a disputed amount subject to negotiation between Her Majesty and the Contractor under the Contract.

TP10 TAXES

- 10.1** If applicable, the VAT or Canadian Goods and Services Tax (GST) is to be shown separately on all invoices and progress claims for Work performed, and will be paid by Her Majesty. The Contractor agrees to remit any GST due to Revenue Canada.
- 10.2** The Government of Canada GST registration number is 121491807.



ANNEX "C" – INSURANCE CONDITIONS

IC1 PROOF OF INSURANCE

- 1.1 The Contractor shall, at its own expense, obtain and maintain insurance as provided hereunder with companies subject to approval in writing by Her Majesty.
- 1.2 Immediately following notification of Contract award and preceding the start of any on-site Work, the Contractor shall have its insurance broker, agency or underwriter inform the Departmental Representative in writing that all insurance required hereunder is in force.
- 1.3 Within fourteen (14) days after acceptance of the Contractor's tender, the Contractor shall, unless otherwise directed in writing by the Departmental Representative, deposit with the Departmental Representative an Insurer's Certificate of Insurance in the form displayed in this document and, if requested by the Departmental Representative, the originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Insurance Coverage Requirements shown hereunder.

IC2 RISK MANAGEMENT

- 2.1 The provisions of the Insurance Coverage Requirements contained hereunder are not intended to cover all of the Contractor's obligations under GC8 of the General Conditions Section "III" of the Contract. Any additional risk management measures or additional insurance coverages the Contractor may deem necessary to fulfill its obligations under GC8 shall be at its own discretion and expense.

IC3 PAYMENT OF DEDUCTIBLE

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

IC4 TYPES OF INSURANCE REQUIRED

- 4.1 The Contractor will obtain the following types of commercial insurance coverage:
 - 4.1.1 Comprehensive General Liability Insurance ("CGL"); and
 - 4.1.2 Builder's Risk - Direct Damage Insurance ("BR").

IC5 ADDITIONAL NAMED INSURED

- 5.1 Each insurance policy shall insure the Contractor, and shall include as Additional Named Insured, the Owner, being Her Majesty the Queen in right of Canada, represented by the Minister of Foreign Affairs and the Employees or servants of both Her Majesty and the Contractor.

IC6 PERIOD OF INSURANCE COVERAGE

- 6.1 Unless otherwise directed in writing by the Departmental Representative, the policies required hereunder shall attach from the date of contract award and shall be maintained until the day of issue of the Final Certificate of Completion.

IC7 NOTIFICATION

- 7.1 Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given by the Insurer to the Departmental Representative in the event of any material change in, cancellation of, or expiration of coverage. Any notice affecting a material change in, cancellation of, or expiration of coverage received by the Contractor shall be transmitted forthwith to the Departmental Representative.



PART I - COMPREHENSIVE GENERAL LIABILITY (CGL)

CGL1 LIMITS

- 1.1 The policy shall be written on a form similar to that known and referred to in the insurance industry as IBC 2100 - Commercial General Liability policy (Occurrence form) and shall provide for limit of liability of not less than the amount stated in C9, inclusive of Bodily Injury and Property Damage for any one occurrence or series of occurrences arising out of one cause. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability.

CGL2 COVERAGES

- 2.1 The policy shall include but not necessarily be limited to the following coverages:
- 2.1.1 All premises, property and operations necessary or incidental to the performance of this Contract;
 - 2.1.2 Personal injury;
 - 2.1.3 Bodily injury and Property Damage on an "occurrence" basis;
 - 2.1.4 "Broad Form" Property Damage including the loss of use of property;
 - 2.1.5 Removal or weakening of support of any property, building or land whether such support be natural or otherwise;
 - 2.1.6 Elevator Liability (including Escalators, Hoists and Similar Devices);
 - 2.1.7 Contingent Employer's Liability;
 - 2.1.8 Owner's and Contractor's Protective Liability;
 - 2.1.9 Contractual and Assumed Liabilities under this Contract;
 - 2.1.10 Completed Operations and Products Liability;
The insurance shall continue for a period of at least two (2) years beyond the date of the Departmental Representative's Final Certificate of Completion for the Completed Operations Hazard.
 - 2.1.11 Cross Liability;
The clause shall be written as follows:
Cross Liability
The insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not operate to increase the limit of the Insurer's liability.
 - 2.1.12 Severability of Interests Clause;
The clause shall be written as follows:
Severability of Interests
This policy, subject to the limits of liability stated herein, shall apply separately to each Insured in the same manner and to the same extent as it a separate policy had been issued to each. This inclusion herein of more than one insured shall not increase the limit of the Insurer's liability.
- 2.2 Period of Insurance Coverage:
The period of required insurance coverage for all insurance elements listed in CGL2: Coverages shall be from the date of execution of this contract until the date of issuance by the Departmental Representative of the Final Certificate of Completion.

CGL3 ADDITIONAL EXPOSURES

- 3.1 The policy shall be endorsed to include the following exposures or hazards if the Work is subject thereto:
- 3.1.1 Blasting;
 - 3.1.2 Pile driving and caisson work;
 - 3.1.3 Underpinning;
 - 3.1.4 Risks associated with the activities of the contractor on an active airport;
 - 3.1.5 Radioactive contamination resulting from the use of commercial isotopes; and
 - 3.1.6 Damage to the portion of an existing building beyond that directly associated with an addition,



renovation or installation contract. (The care, custody and control exclusion shall not apply.).

CGL4 INSURANCE PROCEEDS

4.1 Insurance Proceeds from this policy are payable directly to a Claimant/Third Party.

CGL5 DEDUCTIBLE

5.1 The policy shall be issued with a deductible amount of not more than £500.00 GBP per occurrence applying to Property Damage claims only.



PART II - BUILDER'S RISK - DIRECT DAMAGE (BR)

BR1 SCOPE OF POLICY

- 1.1 The policy shall be written on an "All Risks" basis granting coverage similar to that provided by the form known and referred to in the Insurance Industry as "Builders' Risk Comprehensive Form."

BR2 PROPERTY INSURED

- 2.1 The property insured shall include:
- 2.1.1 The Work and all property, equipment and materials intended to become part of the finished Work at the site of the project while awaiting, during and after installation, erection or construction including testing;
 - 2.1.2 Expenses incurred in the removal from the construction site of debris of the property insured, including demolition of damaged property, de-icing and de-watering, occasioned by loss, destruction or damage to such property and in respect of which insurance is provided by this policy; and
 - 2.1.3 Equipment and materials required for the execution or temporary protection of the Work.

BR3 INSURANCE PROCEEDS

- 3.1 Insurance Proceeds from this policy are payable in accordance with GC28 of the General Conditions of the Contract.
- 3.2 The policy shall provide that the proceeds thereof are payable to Her Majesty or as the Minister may direct.
- 3.3 The Contractor shall do such things and execute such documents as are necessary to effect payment of the proceeds.

BR4 AMOUNT OF INSURANCE

- 4.1 The amount of insurance shall not be less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Her Majesty at the site of the project to be incorporated into and to form part of the finished Work.

BR5 DEDUCTIBLE

- 5.1 The policy shall be issued with a deductible amount of not more than £1,000.00 GBP.

BR6 EXCLUSION QUALIFICATIONS

- 6.1 The policy may be subject to the standard exclusions but the following qualifications shall apply:
- 6.1.1 Faulty materials, workmanship or design may be excluded only to the extent of the cost of making good thereof and shall not apply to loss or damage resulting therefrom;
 - 6.1.2 Loss or damage caused by contamination by radioactive material may be excluded except for loss or damage resulting from commercial isotopes used for industrial measurement, inspection, quality control, radiographic or photographic use; and
 - 6.1.3 Use and occupancy of the project or any part or section thereof shall be permitted where such is for the purposes for which the project is intended upon completion.



BROKER'S CERTIFICATE OF INSURANCE

(TO BE DELIVERED TO THE DEPARTMENTAL REPRESENTATIVE BEFORE THE START OF ANY ON-SITE WORK)

COVERING:
 DESCRIPTION OF WORK: _____
 LOCATION OF WORK: _____
 ISSUED BY:
 BROKER/AGENT: _____
 ADDRESS: _____

ISSUED TO: FOREIGN AFFAIRS, TRADE AND DEVELOPMENT CANADA
 ADDRESS: 125 SUSSEX DRIVE, OTTAWA, ONTARIO CANADA K1A 0G2

NAMED INSURED:
 CONTRACTOR: _____
 ADDRESS: _____

This document certifies that the following policies of Insurance are at present in force covering all operations of the Insured, effective from _____ 20__ in connection with Foreign Affairs, Trade and Development Canada, for the _____ made between the Named Insured and Foreign Affairs, Trade and Development Canada.

TYPE	POLICY NUMBER	EXPIRY DATE OF LIABILITY			LIMITS	DEDUCTIBLE
		DAY	MONTH	YEAR		
Comprehensive General Liability						
Builder's Risk "All Risks"						

Each of these policies provides coverages as specified in Insurance Conditions Section "IV" which form part of this Contract.

The Insurer agrees to notify Her Majesty and the Named Insured in writing thirty (30) days prior to any material change in, cancellation of, or expiration of any policy or coverage.

 Name - Broker/Agent's Authorized Representative Signature-Broker/Agent's Authorized Representative Date Telephone Number

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF HER MAJESTY TO REQUEST AT ANY TIME DUPLICATE CERTIFIED COPIES OF SAID INSURANCE POLICIES.



INSURER'S CERTIFICATE OF INSURANCE

(TO BE DELIVERED TO THE DEPARTMENTAL REPRESENTATIVE BEFORE THE START OF ANY ON-SITE WORK)

COVERING:
 DESCRIPTION OF WORK: _____
 LOCATION OF WORK: _____
 ISSUED BY:
 BROKER/AGENT: _____
 ADDRESS: _____

ISSUED TO: FOREIGN AFFAIRS, TRADE AND DEVELOPMENT CANADA
 ADDRESS: 125 SUSSEX DRIVE, OTTAWA, ONTARIO CANADA K1A 0G2

NAMED INSURED:
 CONTRACTOR: _____
 ADDRESS: _____

This document certifies that the following policies of Insurance are at present in force covering all operations of the Insured, effective from _____ 20__ in connection Foreign Affairs, Trade and Development Canada, for the _____ made between the Named Insured and Foreign Affairs, Trade and Development Canada.

TYPE	POLICY NUMBER	EXPIRY DATE OF LIABILITY			LIMITS	DEDUCTIBLE
		DAY	MONTH	YEAR		
Comprehensive General Liability						
Builder's Risk "All Risks"						

Each of these policies provides coverages as specified in Insurance Conditions Section "IV" which form part of this Contract.

The Insurer agrees to notify Her Majesty and the Named Insured in writing thirty (30) days prior to any material change in, cancellation of, or expiration of any policy or coverage.

 Name - Insurer's Authorized Representative Signature- Insurer's Authorized Representative Date Telephone Number

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF HER MAJESTY TO REQUEST AT ANY TIME DUPLICATE CERTIFIED COPIES OF SAID INSURANCE POLICIES.



ANNEX “D” – LABOUR CONDITIONS

LC1 NON-DISCRIMINATION IN HIRING AND EMPLOYMENT OF LABOUR

- 1.1** The Contractor agrees that:
 - 1.1.1** in the hiring and employment of workers to perform any Work under the Contract, the Contractor will not refuse to employ and will not discriminate in any manner against any person because:
 - 1.1.1.1** of that person's race, national origin, colour, religion, age, sex or marital status;
 - 1.1.1.2** of the race, national origin, colour, religion, age, sex, or marital status of any person having any relationship or association with that person; or
 - 1.1.1.3** a complaint has been made or information has been given by or in respect of that person relating to an alleged failure by the Contractor to comply with subparagraph (LC1.1.1.1.) or (LC1.1.1.2);
- 1.2** If any question arises as to whether the Contractor has failed to comply with the provision described in paragraph (LC1.1), the Minister or any person designated by the Minister shall decide the question and his decision shall be final for the purposes of the Contract; and
- 1.3** Failure to comply with the aforementioned clauses (LC1.1.1) and (LC1.1.2) regarding non-discrimination shall constitute a material breach of the Contract.

LC2 LABOUR

- 2.1** The Contractor further agrees to pay in employing labour, wages that are in conformity with all applicable legislation and norms in force in the place in which the Work is being performed.



ANNEX "E": SECURITY REQUIREMENT CHECK LIST



Contract Number / Numéro du contrat TBC - 46 Hanover Refurb
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Property	2. Branch or Directorate / Direction générale ou Direction London Mission
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBC pending tender process	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBC pending tender pro	
4. Brief Description of Work / Brève description du travail A complete refurbishment is required for 46 Hanover House St John's Wood High Street NW8 7DX. No structural changes or alterations are planned, but we will be renewing the electrical; heating; plumbing; flooring; kitchens and bathrooms followed by a complete redecoration (repainting) and clean.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat TBC - 46 Hanover Refurb
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Paul McGuinness		Title - Titre Residential Property Manager	Signature Paul McGuinness <small>Digitally signed by Paul McGuinness Date: 2021.06.17 17:08:29 +01'00'</small>
Telephone No. - N° de téléphone 0207 004 6195	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel paul.mcguinness@international.gc.ca	Date 17 June 2021
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sonia Hooykaas		Title - Titre Readiness Program Manager	Signature Hooykaas, Sonia <small>Digitally signed by Hooykaas, Sonia Date: 2021.06.18 10:13:42 +01'00'</small>
Telephone No. - N° de téléphone 0207 004 6237	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Sonia.Hooykaas@international.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Tanya Di Virgilio		Title - Titre Procurement Specialist	Signature DiVirgilio, Tanya <small>Digitally signed by DiVirgilio, Tanya DN: c=CA, o=GC, ou=INT-ASAC, ou=OPS, cn=DiVirgilio, Tanya Reason: I am the author of this document Location: your signing location here Date: 2021.06.18 12:27:18 -0400 Full PhrasePDF version 10.1.0</small>
Telephone No. - N° de téléphone 343-573-0472	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel tanya.divirgilio@international.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date