



**A1. HEALTH CANADA BID RECEIVING UNIT  
FEDERAL RECORDS CENTRE BUILDING**

Bid submission are to be sent to the following email prior to, January 6, 2023 at 2:00 pm east time.

[rene.beauchamp@hc-sc.gc.ca](mailto:rene.beauchamp@hc-sc.gc.ca)

Attention: René Beauchamp  
Telephone: 613-716-5315  
Solicitation #: 1000246894

**Invitation to Tender (ITT)**

**THIS ITT DOES NOT CONTAIN A SECURITY REQUIREMENT**

<b>A2. TITLE</b> Health Canada Sir Frederick Banting & Laboratory Centre for Disease Control buildings New roof exterior staircases Design and Specifications	
<b>A3. SOLICITATION NUMBER</b> 1000246894	<b>A4. SOLICITATION DATE</b> 2022-12-09
<b>A5. AUTHORITY</b>  The Authority for this ITT is:  René Beauchamp Procurement and Contracting Officer Health Canada Chief Financial Officer Branch Ottawa, Ontario  Email: <a href="mailto:rene.beauchamp@hc-sc.gc.ca">rene.beauchamp@hc-sc.gc.ca</a>	

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### **R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2022-12-01)**

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

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**INVITATION TO TENDER  
IMPORTANT NOTICE TO BIDDERS**

**SUPPORT THE USE OF APPRENTICES**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI11.

**INTEGRITY PROVISIONS - BID**

Important changes have been made to the Integrity Provisions - Bid as of December 1<sup>st</sup> 2022. See GI1, Integrity Provision-Bid of R2710T of the General Instructions for more information.

## SECTION I – SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI1. INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI1 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions R2710T, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

#### *Declaration of Convicted Offences*

*Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process*

### SI2. BID DOCUMENTS

#### SI2.1 The following are the bid documents:

- a. Invitation to Tender – Cover Page;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services - Bid Security Requirements R2710T (2022-12-01);
- d. Clauses & Conditions identified in “Contract Documents”;
- e. Drawings and Specifications;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing

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

SI2.2 General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

### SI3. ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation

- period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
  3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

#### SI4. **MANDATORY SITE VISIT**

There will be a mandatory site visit on *December 20<sup>th</sup> 2022 at 9:00 am east time*. Interested bidders are to meet at the Lobby of the LCDC building, 100 Eglantine Drw, Ottawa, Ontario, K1A 0K9. After the LCDC visit, we will walk to the SFB building, at 251 Sir Frederick banting dr, Ottawa, Ontario, K1A 0K9.

The site visit for this project is MANDATORY. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by **Bidders who have not signed the attendance sheet will not be accepted.**

***MANDATORY HEALTH AND SAFETY GEAR: BOOTHS AND HARD HELMET IS REQUIRED.***

#### SI5. **REVISION OF BID**

A bid may be revised by E-mail to the contracting authority in accordance with GI10 of R2710T.

#### SI6. **EVALUATION PROCEDURES**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### SI7. **BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA4 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1 of SI8 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1 of SI8 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

#### **SI8. SECURITY RELATED REQUIREMENTS**

Unscreened contractors must be escorted by an employee or Commissionaire at all times when accessing Health Canada facilities.

Screened contractors will have their security clearances confirmed and added to the Site Secure database and provided unescorted access through the work notification process.

Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

Contractors requiring access to restricted areas will not be permitted access to Protected and/or Classified information or assets.

#### **SI9. WEB SITES**

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

##### **Bid Bond (form PWGSC-TPSGC 504)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

##### **Buy and Sell**

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

**Canadian economic sanctions**

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

**Construction and Consultant Services Contract Administration Forms Real Property Contracting**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

**Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)**

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

**Declaration Form**

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

**PWGSC, Industrial Security Services**

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

**PWGSC, Code of Conduct and Certifications**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

**Standard Acquisition Clauses and Conditions (SACC) Manual**

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

**Treasury Board Appendix L, Acceptable Bonding Companies**

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>



## SECTION II – SUPPLEMENTARY CONDITIONS (SC)

### SC1. SECURITY RELATED REQUIREMENTS, DOCUMENT

There is no document security requirement applicable to this Contract.

Include the following clause for contracts where the majority of the work takes place in low rise, high rise or heritage buildings. The clause cannot be used in contracts for civil engineering works, marine works, bridges, dams and special purpose facilities such as labs, airports, hangars or heating plants.

### SC2. INSURANCE TERMS

#### MINIMUM INSURANCE REQUIREMENTS:

##### Contracts with of an estimated value of \$100,000 and more:

- Commercial General Liability
- Builder's Risk/Installation Floater

#### ADDITIONAL INSURANCE:

The client is responsible to inform the CO which type of additional insurance is necessary.

#### Contractors Pollution Liability:

Required when the nature of the work poses a risk of pollution damage such as:

### SC2.1 Insurance Contracts

The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection

### SC2.2 Period of Insurance

The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance

policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

### **SC2.3 Proof of Insurance**

**The bidder must provide the proof of insurance** at bid submission.

Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

### **SC2.4 Insurance Proceeds**

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

### **SC2.5 Deductible**

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

### SECTION III – CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
  - a. Contract Cover Page when signed by Canada;
  - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. SACC Clause 2010C (2022-12-01) General Conditions – Medium Complexity Services
  - e. General Conditions and clauses
 

GC1	General Provisions – Construction Services	R2810D	(2022-12-01);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2019-11-28);
GC6	Delays and Changes in the Work	R2860D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2019-11-28);
GC9	Contract Security	R2890D	(2022-12-01);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);

**Supplementary Conditions**

  - a. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - b. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - c. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

**SECTION IV – BID FORM (BF)****BF1. IDENTIFICATION**

1000246894 - Health Canada Sir Frederick Banting & Laboratory Centre for Disease Control buildings  
New roof exterior staircases Design and Specifications

**BF2. BUSINESS NAME AND ADDRESS OF BIDDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

PBN: \_\_\_\_\_

**BF3. THE OFFER****COMBINED PRICE CONTRACTS (WITH UNIT PRICES)**

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **total bid amount indicated in appendix 1**.

**BF4. BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of *60* days following the date of solicitation closing.

**BF5. ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

**BF6. CONSTRUCTION TIME**

The Contractor shall perform and complete the Work before March 31<sup>st</sup> 2023.

**BF7. BID SECURITY**

The Bidder is enclosing bid security with its bid in accordance with GI8 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

**BF8. SIGNATURE**

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

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*









**APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE'S AUTHORITY**

*To be completed and provided to the contractor at time of contract award.*

**CONTRACTING AUTHORITY:**

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Department: \_\_\_\_\_

Division : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

**TECHNICAL AUTHORITY:**

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Department: \_\_\_\_\_

Division : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

## ANNEX A – STATEMENT OF WORK

### Health Canada Sir Frederick Banting & Laboratory Centre for Disease Control buildings New roof exterior staircases Design and Specifications

#### 1.0 Scope:

##### 1.1 Introduction

New exterior roof National Building Code (NBC) and Ontario Building Code (OBC) compliant staircases need to be installed to permit safe and reliable access to maintenance operations and handling of tools and materials to access different elevations on the roof. The work will take place at the Sir Frederick Banting (SFB) building located at 251 Sir Frederick Banting Driveway Ottawa Ontario and the Laboratory Centre of Control Disease (LCDC) building located at 100 Eglantine Drive Ottawa Ontario.

##### 1.2 Objectives of the Requirement

The objective of this requirement is for the successful contractor to provide and supply all tools, equipment, labour, and all materials required to complete the supply and installation of exterior roof stairs at both building locations as per the plans and specifications by March 31<sup>st</sup>, 2023.

##### 1.2 Background and Specific Scope of Work

Original roof stair structures were removed and disposed off during previous roof renovations. Temporary stairs have been installed however due to health and safety risks there is a requirement to install National Building Code (NBC) and Ontario Building Code (OBC) compliant structures to permit safe and reliable access to maintenance operations and handling of tools and materials.

#### 2.0 Requirements

##### 2.1 Tasks, Activities, Deliverable and/or Milestones

- Review existing conditions, as well as any related investigations, roof conditions or other pertinent information that is available.
- Interview staff to ascertain specific site requirements and protocols.
- Acquire detailed site measurements of all pertinent roof areas targeted for the supply and installation of the exterior staircases at both buildings and associated detailing.
- Review access to Tunney's Pasture Campus, access to building from street to roof level, determine best staging location for boom track or crane for the hoisting of the materials, discuss selected options and review site protocols
- Confirm shop drawings with Design Consultant
- Coordinate the delivery of staircases from ground level to targeted roofs including the booking of the required lifting equipment (boom truck or small crane)
- Complete the assembly of the staircase as per the final shop drawings including the roofing work required to install the stairs, the anchoring of the stairs to existing structure and the hoisting of all materials and tools required as per the plans and specifications.
- Achieve substantial completion & final approval following review by Design Consultants.

##### 2.2 Specifications and Standards

The contractor must ensure all work is performed in accordance with all applicable codes including building codes (**NBC & OBC**), standards, regulations and manufacturer's recommendations.

Materials must be new and work must conform to the minimum standards of the Canadian General Standards Board, the Canadian Standards Association, the National Building Code of Canada 2015 (NBC) the National Fire Code 2015 (NFC) and all applicable, federal, provincial and municipal codes, laws and by-laws, and to all standards mentioned herein.

Work must be carried out using a Contractor who holds a valid licence issued by the Province in which the work is being contracted.

Taking all necessary steps to protect the workers from harm in accordance with revised statues of the current Labour Canada and Electrical Safety codes. The Contractor, its employees, all sub-contractors and all site visitors must have the appropriate personal safety equipment (PPE) and training prior to performing the work required.

### **2.3 Technical, Operational and Organizational Environment**

Access to the site will be coordinated and scheduled through the Health Canada (HC) Project Manager.

### **2.4 Method and Source of Payment**

The work will be monitored and accepted by the HC Project Manager. Any matters concerning the administration and invoicing of this work should be directed to the HC Project Manager.

### **2.5 Reporting Requirements**

All communications and submissions by the Contractor will be coordinated through the HC Project Manager.

### **2.6 Project Management Control Procedures**

The HC Project Manager will oversee the work to ensure it is delivered on time and internal approvals required for Health Canada are addressed in a timely manner.

Any change in the Scope of Work will require prior approval by the HC Project Manager prior to any work beginning and will require the approval and an amendment to the contract by the Contract Authority.

## **3.0 Additional Information**

### **3.1 Canada's Obligations**

The HC Project Manager will arrange a mandatory site visit (job showing) for the invited bidders during the tender period.

The HC Project Manager will coordinate site access availability for information gathering and construction.

The HC Project Manager will be available during the entirety of this project to provide assistance as required.

The HC Project Manager will provide the work permit for the small crane or boom truck.

Health Canada may, at any time, verbally suspend the work in whole or part. If required, within 24 hours of the suspension, the Project Manager must provide the Contractor with a written notification indicating the effective date and time of suspension, the intended duration, and reason for the suspension ( e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination)

### **3.2 Contractor's Obligations**

The Contractor will be responsible for the following:

- Carrying-out services in accordance with approved documents and directions given by the HC Project Manager.
- Directing all correspondence to the HC Project Manager and not communicating with the client directly.

- Advising the HC Project Manager of any changes that may affect the approvals previously given and detailing the extent of and reason for the changes and obtain written approvals before proceeding.
- Ensuring all activities performed provide for the protection of Health Canada and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility. This includes (but is not limited to) observing and following any Government of Canada and or Health Canada protocols related to the Covid-19 pandemic and the related directional signage at the facility, as well as immediately adhering to any further health and safety direction provided in writing by the HC Project Authority, which is meant to protect the health and safety of all the facility's occupants.
- All their own transportation and parking costs during the entire project life cycle. Paid visitor parking is available at the Tunney's Pasture locations.
- Tracking and completing all contract deliverables/tasks.
- Ensuring that work is carried out using only qualified licenced certified workers or apprentices in accordance with Provincial, and/or Territorial Act respecting manpower vocational training and qualification. Permit employees registered in Provincial, Territorial apprentices program to perform specific tasks only if under direct supervision of qualified licenced workers. Determine permitted activities and tasks by apprentices based on level of training attended and demonstration of ability to perform specific duties.
- Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
- Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada will not be liable for any vandalism, theft, or loss.
- Notifying the HC Project Manager of any on-site activity and obtaining approval to gain access to the building 48 hours before entering on site.
- Coordination of all sub-contractors or service providers to complete required project work, including but not limited to, by-passes, hot work permits and any other project related system shutdowns that will have an impact on the HC Operations and Maintenance Groups of the facility/building.
- Ensuring all activities performed provide for the protection of Health Canada and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility. This includes (but is not limited to) observing and following any Government of Canada and or Health Canada protocols related to the Covid-19 pandemic and the related directional signage at the facility, as well as immediately adhering to any further health and safety direction provided in writing by the HC Project Authority, which is meant to protect the health and safety of all the facility's occupants.

### **3.3 Location of Work, Work Site and Delivery Point**

The work is to be conducted at the Sir Frederick Banting building located at 251 Sir Frederick Banting Driveway Ottawa Ontario and the Laboratory Centre of Control Disease building located at 100 Eglantine Drive Ottawa Ontario.

The Contractor could be required to meet the HC Project Manager at the Occupational Health Unit (OHU) building at Tunney's Pasture at 51 Chardon Driveway Ottawa Ontario at specific review points during the project.

### **3.4 Language of Work**

All work can be conducted in either official language.

### **4.0 Project Schedule- Expected Start and Completion Dates**

The work is to commence 2 days (or sooner) after issuance of contract award and be completed within seven (7) weeks of contract award for the complete installation of the deliverables. The contract end date is March 31<sup>st</sup>, 2023.

### **5.0 Applicable Documents**

#### **5.1 Applicable Websites**

- Insurance Terms (Real Property Contracting 5.R)
  - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

- Certificate of Insurance (form PWGSC-TPSGC 357)
  - <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>
- SACC Manual
  - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

## 5.2 Supporting Documents

- AutoCAD.dwg and PDF drawings of floor plans
- As-Built record drawings of exterior wall elevations
- Photos and “bird’s eye” views of building’s roof to show targeted locations

## 6.0 Fire Safety

1. Comply with both the National Building Code of Canada 2015 (NBC) and the National Fire Code of Canada 2015 (NFC) for safety and protection of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows:
  - 1.1 The National Building Code (NBC)
  - 1.2 The National Fire Code (NFC)
    - 1.2.1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings
    - 1.2.2 The conduct of activities that might cause fire hazards in and around buildings
    - 1.2.3 Limitations on hazardous contents in and around buildings
    - 1.2.4 The establishment of fire safety plans
    - 1.2.5 Fire safety at construction and demolition sites
2. Welding and cutting:
  - 2.1 Before welding, soldering, grinding and/or cutting work, obtain a permit from the HC Technical Authority. Hot work must not be undertaken unless authorized by the HC Technical Authority.

## 7.0 Environmental Protection

The Contractor shall conform to all of the following legislation where applicable.

1. Federal Legislation
  - a. Canada Labour Code, Part II, Sections 124 and 125
    - i. Canada Occupational Health and Safety Regulations
  - b. Canadian Environmental Protection Act, 1999 (CEPA, 1999)
    - i. Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197)
      1. Canadian Council of Minister of the Environment (CCME) Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products
      2. National Fire Code of Canada (NFCC)
      3. CAN/CSA B139 Installation Code for Oil-Burning Equipment
    - ii. PCB Regulations (SOR/2008-273)\*\*
  - c. Hazardous Product Act, 1985
  - d. Hazardous Materials Information Review Act, 1985
  - e. Fisheries Act, 1985
  - f. Transportation of Dangerous Goods Act, 1992 (TDGA)
2. Provincial Legislation
  - a. Ontario Occupational Health and Safety Act
    - i. O.Reg. 490/09: Designated Substances
  - b. Technical Standards and Safety Act, 2000
    - i. O.Reg. 213/01: Fuel Oil
    - ii. O.Reg. 215/01: Fuel Industry Certificates
    - iii. O.Reg. 216/01: Certification of Petroleum Mechanics
  - c. Ontario Environmental Protection Act
    - i. O.Reg. 347/09: General – Waste Management

- ii. O.Reg. 362/90: Waste Management – PCB\*\*
  - d. Fire Protection and Prevention Act
    - i. O.Reg. 213/07: Fire Code
- 3. Municipal Legislation
  - a. Sewer Use (By-law No. 2003-514)

### **8.0 Site Safety**

The Contractor is to provide to the HC Departmental Representative, a company Safe Work Procedure and a Safe Work Practice including daily Tool Box Safety Meetings. A safety plan may be required by the HC Departmental Representative.

### **9.0 Required Resources**

The contractor is to provide a list of all required resources proposed to do the work.

### **10.0 Subcontracting**

1. Neither the whole nor any part of the work may be subcontracted by the Contractor without the written consent of the Departmental Representative.
2. The Contractor must notify the HC Departmental Representative in writing of the Contractor's intention to subcontract.
3. The Contractor must notify the HC Departmental Representative in writing identifying the part of the work, and the subcontractor with whom it is intended to subcontract.
4. If the HC Departmental Representative objects to a subcontracting pursuant, the contractor must not enter into the intended subcontracting.
5. Neither a subcontracting nor the HC Departmental Representative's consent to a subcontracting by the Contractor must be construed to relieve the Contractor from any obligation under the contract or to impose any liability upon the Government of Canada.
6. Should the HC Departmental Representative consent to the subcontractor, all submittal requirements in this contract must apply. Submittals must be made for review by the HC Departmental Representative prior to the subcontractor being permitted to enter the construction site.

### **11.0 Insurance Requirements**

The Contractor is responsible for ensuring that they manage and have relevant financial protection against the risks to which they are exposed, especially those over which they have control. Consequently, the general policy of the Government is not to indemnify contractors against such risks. Normally, therefore, a general condition of every contract is that the contractors indemnify and save the Crown harmless from all manner of claims and damages. Insurance is for the protection of Contractors in support of their potential liability to indemnify the Crown and others, and only ultimately for the protection of the Crown.

The Contractor must provide a copy of certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, if awarded a contract as a result of the ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in R2910D (Insurance Terms) of the SACC Manual, and in the amount of \$2,000,000.00. If there is a conflict between the Insurance Terms of R2910D and the instructions of this ITT, the instructions of the ITT prevail.

If the information is not provided in the tender, the HC Procurement Contracting Officer will inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the HC Procurement Contracting Officer and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

### **12.0 Security Requirements**

The contractor's employees or sub-contractors are required to have enhanced reliability security status at the time of submitting bids. All contractor or sub-contractor personnel on site require Reliability security status.

**12.1 Security requirements for Canadian supplier:**

12.1.1 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).

12.1.2 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

12.1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.

**13.0 Authorities**

For the purpose of this work the following individuals will act Health Canada Departmental Representatives:

**13.1 Project Authority**

Willy Pinto, Project Manager  
51, Chardon Driveway, Tunney's Pasture  
[willy.pinto@hc-sc.gc.ca](mailto:willy.pinto@hc-sc.gc.ca)  
(343) 576-2320

**13.2 Technical Authority**

Willy Pinto, Project Manager  
51, Chardon Driveway, Tunney's Pasture  
[willy.pinto@hc-sc.gc.ca](mailto:willy.pinto@hc-sc.gc.ca)  
(343) 576-2320

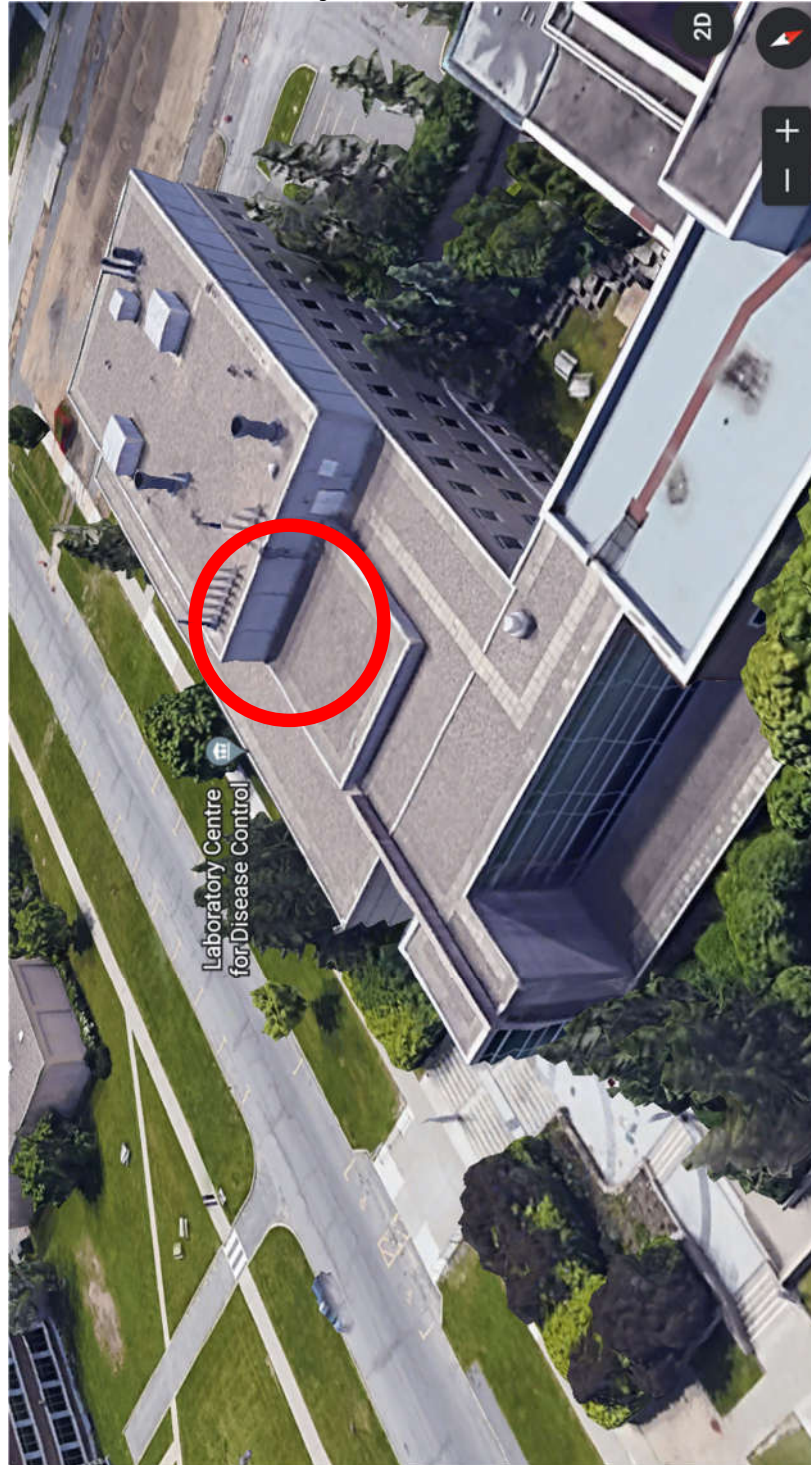
**13.2 Project Manager**

Willy Pinto, Project Manager  
51, Chardon Driveway, Tunney's Pasture  
[willy.pinto@hc-sc.gc.ca](mailto:willy.pinto@hc-sc.gc.ca)  
(343) 576-2320

Any changes to the scope of work are to be discussed with the Project Manager, but any resulting change can only be confirmed by the issuance of an official amendment to these Articles of Agreement issued by the Contracting Authority, as the case may be. All work will be verified by the Project Manager and Technical Authority to inspect and approve work, to ensure all work is in accordance with all applicable codes

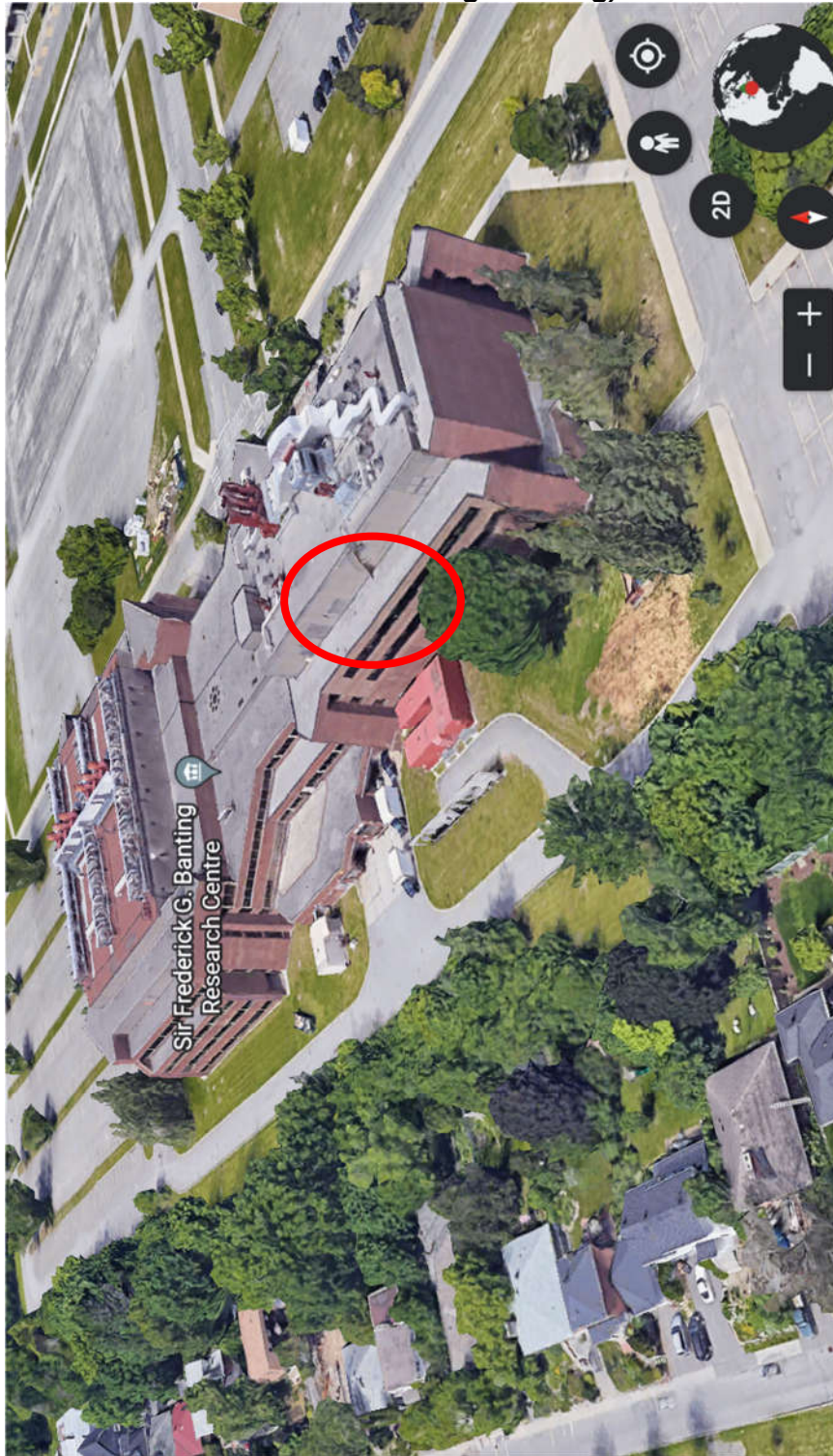


***(continued bird's eye of proposed location)***  
***(Proposed location for Laboratory Center Disease Control building)***



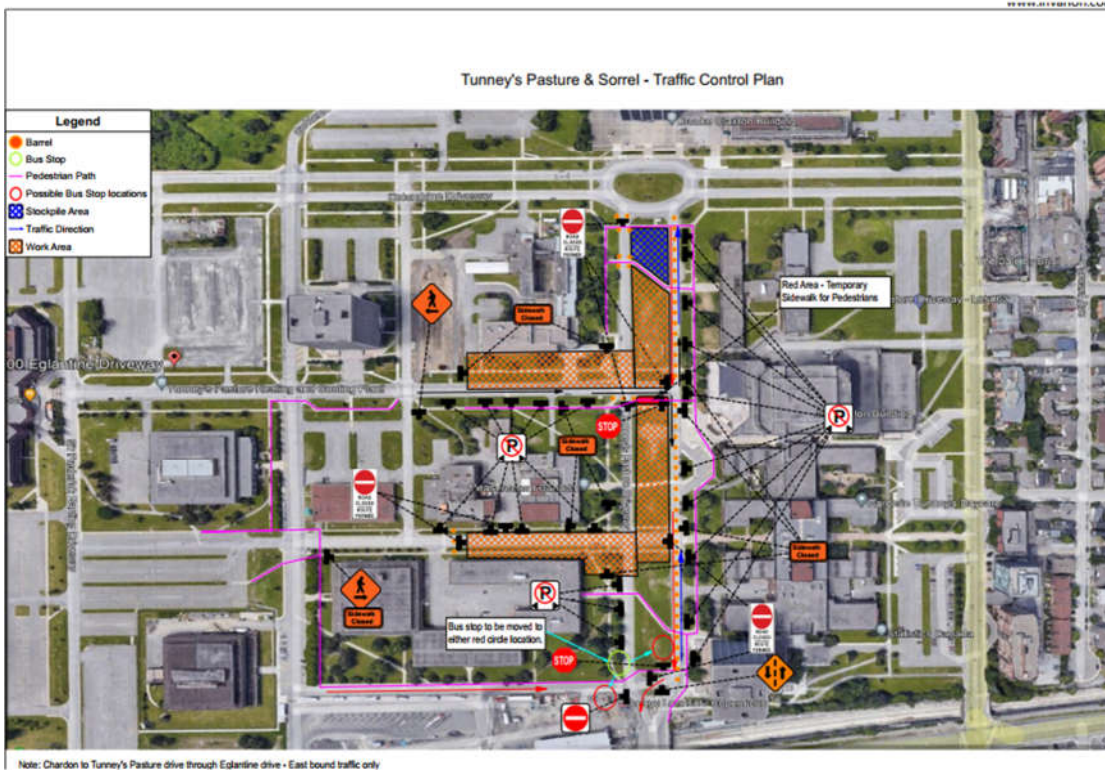


***(continued bird's eye of proposed location)  
(Proposed location for Sir Frederik Banting building)***





# Tunney's Pasture Campus road closures



## ANNEX B CONTRACT SECURITY REQUIREMENT FORM

### Contract Security Requirements Form

#### Site Access for Real Property Facilities Projects and Maintenance Activities

This form replaces the "Security Requirements Check List (SRCL)" and provides Contract Security Requirements approval for Health Canada delivered Real Property Facilities Projects/Maintenance activities. This form also acknowledges that the contractual clauses itemized below will be adhered to and shall only be used for contracts within Health Canada's authorities requiring physical site access. All contracts administered through Public Services and Procurement Canada (PSPC) will require the completion of an SRCL.

PR/PO #: **1000246894**

PROJECT TITLE: **SFB and LCDC Roof Stairs Access**

#### Contractual Clauses:

Unscreened contractors must be escorted by an employee or Commissionaire at all times when accessing Health Canada facilities. Screened contractors will have their security clearances confirmed and added to the Site Secure database and provided unescorted access through the work notification process.

Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by Health Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

Contractors requiring access to restricted areas will not be permitted access to Protected and/or Classified information or assets.

#### Authorization:

**Desjardins, Martine**  
Digitally signed by Desjardins, Martine  
 DN: c=CA, o=GC, ou=HC-SC, cn="Desjardins, Martine"  
 Reason: I am approving this document  
 Location: your signing location here  
 Date: 2022.12.20 12:02:30-05'00'  
 Foxit PDF Editor Version: 11.0.1

Deputy Chief Security Officer  
 Real Property and Security Directorate

**Featherstone, Mark**  
Digitally signed by Featherstone, Mark  
 DN: c=CA, o=GC, ou=HC-SC, cn="Featherstone, Mark"  
 Reason: I am the author of this document  
 Location: your signing location here  
 Date: 2022.01.05 14:23:13-05'00'  
 Foxit PDF Editor Version: 11.0.1

Director General  
 Real Property and Security Directorate

#### Acknowledgement:

**Pinto, LisboaWilly**  
Digitally signed by Pinto, LisboaWilly  
 DN: c=CA, o=GC, ou=HC-SC, cn="Pinto, LisboaWilly"  
 Reason: I am the author of this document  
 Location: your signing location here  
 Date: 2022.10.07 09:40:14-04'00'  
 Foxit PDF Editor Version: 11.2.1

Project Authority (Print Name and Sign)

Date: 2022-10-07

Procurement Officer (Print Name and Sign)

Date:

**ANNEX C – CONDITIONS PRECEDENT TO CONTRACT AWARD**

It is recommended that bidders provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

- C1 - The Bidder must provide proof of all employees' WHIMS certification.
- C2 - The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.
- C3 - The Bidder must provide a copy of their Health and Safety Policy and Program and site specific safety plan for the Proposed work prior to contract award.
- C4 - The Bidder must provide a copy of their Health and Safety Plan for the proposed construction work within one work week from date of contract award.
- C5 - The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) as indicated in the ITT, in the amount of \$2,000,000.00.

### ANNEX D – LISTING OF SUBCONTRACTORS

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of R2410T- General Instructions - Construction Services GI07 - Listing of Subcontractors and Suppliers of R2710T- General Instructions - Construction Services - Bid Security Requirements, the Bidder must provide a list of all First-tier subcontractor\* relationships with his Bid.

\*“First-tier subcontractor” means a subcontractor with whom a supplier has a direct contractual relationship to perform a portion of the work pursuant to a contract or real property agreement between the supplier and Canada (meaning all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the supplier under the contract or real property agreement), unless the subcontractor merely supplies commercial-off-the-shelf goods to the supplier.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			