



Date: March 29, 2023

Title: Roof Upgrade for the Official Residence of the High Commission of Canada to Barbados

Solicitation Number: 23-221256

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The following Questions & Answers is in link with the solicitation document mentioned above.

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### Questions & Answers # 1

- Q1.** “Regarding the statement of work, would the client accept a standing seam metal roofing system as an alternative to the MaxiLite Tile system?”
- A1.** No, the material to meet the appearance of the current tiles and meet the specifications on Statement of work (SOW) 5.0.
- Q2.** “Regarding Mandatory Criteria M2 for the Site Supervisor, do you require any certificates or red seals?”
- A2.** No, certificates are not required to meet this criterion.
- Q3.** “Regarding Mandatory Criteria M2 for the Site Supervisor, what kind of content is required in the CV/resume?”
- A3.** As per M2, in order to be compliant, the bidder must demonstrate 2 years of site supervisory experience with a summer of their overall work experience in construction.
- Q4.** “In terms of products, if we propose one product at bid submission and it is accepted, what happens if after bid closing it is no longer available?”
- A4.** Specifications are available in section 5.d. of the statement of work. If after contract award, the product is no longer available, a discussion with the Departmental Representative will be required to find an equivalent material that is available. The product would require approval from the Departmental Representative prior to purchase.
- Q5.** “You have given a broad description of materials required. Is it up to the supplier to provide what materials?”
- A5.** Yes, the bidder must provide materials that meet the specifications of section 5.d. of the SOW.
- Q6.** “In the mandatory criteria section, you indicate ‘provide location in proposal where substantiation can be found’, what does this mean?”
- A6.** If you wish to fill out the full chart for Mandatory Requirement (section 3.0 of the RFP), you can indicate on which page in your proposal where the information can be found. For example, project one information can be found on pages 5-8.
- Q7.** “For submissions, do you want one PDF titled mandatory requirements and one titled financial bid?”
- A7.** Yes, as per 4.1 of the Tender Form of the RFP, the tender form must be a separate attachment from the technical submission.
- Q8.** “For the project description required for Mandatory Criteria M1, can we provide photos?”



- A8.** Yes, you can provide photos in addition to the written description that is required.
- Q9.** “What is VAT? Is it required for Barbados and for Canadian companies?”
- A9.** Yes, Value Added Tax (VAT) is required for Barbados. Taxes are the responsibility of the contractor to charge and collect as required.
- Q10.** “For section 5.0 Basis of Selection, in 5.3 it states the lowest evaluated price will be selected for contract. How do you evaluate price when the materials are broad and you are asking the contractor to pick the materials? Can you be more specific with materials so we can bid on the same products?”
- A10.** Tiles must meet SOW 5.0 specifications and must match the existing the profile.
- Q11.** “If the contractor is not from Barbados, what currency do we put our bid?”
- A11.** As per the Tender Form in Part 3, bids must be in Barbadian dollars. It is up to the contractor to calculate the exchange rate to Barbadian currency.
- Q12.** “Is the firm price what will be evaluated?”
- A12.** Yes, the firm price before taxes is the amount that will be evaluated for award.
- Q13.** “Do we need to provide a list of employees if we use subcontractors?”
- A13.** It is required to provide the name(s) of the subcontractor(s) but not the list of employees. Once the contract is awarded, before work starts, the names of employees will need to be provided to the Departmental Representative as per section 7. Site Constraints of the Statement of Work.
- Q14.** “Are there any local environmental laws that need to be followed?”
- A14.** It is the responsibility of the contractor to reach out to the local authorities for specific environmental laws.
- Q15.** “Payment terms indicate no mobilization payment; can progress payments be made?”
- A15.** As per Section “II” – Terms of Payment at Progress payments, invoices can be submitted for work completed and materials that have arrived on site.
- Q16.** “Article C14 states the governing laws are Ontario, is this for the contract or for where the work is performed?”
- A16.** The governing laws as per Article C14 of the draft contract is for the management of the contract itself.
- Q17.** “Which health and safety laws do we follow?”
- A17.** As per Section “1” – Supplementary Conditions article SC2, the Contractor must comply with all requirements of applicable Canadian (federal, provincial, municipal), foreign and local environmental, health and safety laws and regulations.
- Q18.** “How do we register for payments?”
- A18.** Once the contractor has been notified of contract award, the contractor will be asked to provide banking information to be sent up for payments.



- Q19.** “Will washrooms be available onsite?”
- A19.** As per section 8. Contractor Support point 1, DFATD will provide access to a dedicated washroom to the contractor and its employees.
- Q20.** “With health and safety regulations, if there is more than one contractor on site, who will take the lead to enforce the health and safety regulations?”
- A20.** Department coordinates the property workplan so there is no more than one contractor working on the same space, same time. Contractor is responsible to enforce the health and safety regulation.
- Q21.** “The scope of work does not mention anything about mould under the sheeting or any other unforeseen items, what is the process for this?”
- A21.** For any unforeseen situations, the contractor will cease work and contact the Departmental Representative (or mission representative) immediately to notify of the situation. At this time, the Departmental Representative will provide direction.
- Q22.** “There is no point in the Statement of Work for demolition or removal of old roofing material?”
- A22.** Undersection 5. Tasks point 8 indicates to remove and dispose of all existing roofing materials off site and keep work areas clean.
- Q23.** “Is there an existing substance report on what is attached to the roof?”
- A23.** No substance report was conducted for the roof.
- Q24.** “Are there any aerial shots of the roof that can be shared?”
- A24.** There are no aerial shots at this time.
- Q25.** “What if we cannot find a product with a 5- year warranty?”
- A25.** Department will accept a minimum of 25 years’ warranty on material.
- Q26.** “What is the labour warranty period?”
- A26.** Labour warranty period is one year from completion.
- Q27.** “Is there a colour number for the Terra Cotta colour that can be shared?”
- A27.** At this time, the colour number is unavailable. The existing color is a burnt orange clay.
- Q28.** “The gutters are metal and asphalt; do we replace to match the existing materials?”
- A28.** The gutters will need to be replaced with the same material to match existing.
- Q29.** “Under site constraints, working hours are indicated as 9am to 4pm. Can this be changed?”
- A29.** Yes, hours and the schedule of work can be adjusted as long as it is communicated and approved by the Departmental Representative.
- Q30.** “Will there be a security guard onsite?”
- A30.** Yes, the contractor and its staff will be escorted at all times.



- Q31.** “Will it be the contractor’s responsibility to protect all of the site?”
- A31.** Yes, it will be the responsibility of the contractor to secure the site and keep it clean and free of damage.
- Q31.** “Will the gutter need to be replaced on garage? What about the lower section of the garage?”
- A31.** Yes, the gutters on the garage will need to be replaced. This includes the lower section.
- Q32.** “Who is responsible for the take down, storage, and reinstall the solar panels?”
- A32.** The contractor will be responsible for the removal, storage and reinstallation of the solar panels.
- Q33.** “Will the roof be used for photovoltaic panels in the future?”
- A33.** At this time, only the areas that currently have solar panels are being used for this.
- Q34.** “Do we need to set up brackets for new or future solar panels?”
- A34.** No, this is not required at this time.
- Q35.** “Who will be responsible for the removal and/or protection of the security cameras and antenna?”
- A35.** The removal and/or protection of the security cameras and antenna is not part of this contract and will be taken care by the department.
- Q36.** “Is the security hut included in this project?”
- A36.** The security hut is not included in this project.
- Q37.** “Is the colour of the tiles changeable?”
- A37.** No, the colour cannot be changed at this time.
- Q38.** “Who is responsible for uninstalling and reinstalling the gutters on the main roof?”
- A38.** The contractor will be responsible for uninstalling and reinstalling the gutters on the main roof.
- Q39.** “Could you please email more photographs of the work areas and the Official Residence?”
- A39.** We are unable to provide additional pictures of the work areas of the Official Residence.
- Q40.** “On page 50 item number 3 shows that the garage roof is included in the scope of work but you can provide dimensions, pictures, or illustrations?”
- A40.** The measurements and show of the garage can be found in Annex 1 to Appendix “A” of the SOW.
- Q41.** “The plans don’t seem to show the thickness of the existing plywood sheathing. In order to match the profile, it is important to know what thickness is currently on the roof 3/8 or 3/4 etc.?”
- A41.** The current thickness for the existing plywood sheathing is 5/8.
- Q42.** “What is the time period that this work can be completed?”
- A42.** As per Article C3 Contract Period of the draft contract, the expected time from is four months after contract award.



**Q43.** “Can you provide answers for these questions and should there be additional time required to obtain this information, please also extend the closing date?”

**A43.** Please see Addendum 002.

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