

RETURN BIDS TO:

Agriculture and Agri-Food Canada

Address: See SI06 SUBMISSION OF BID

Attention: Desta Kissack

Email:

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food Canada

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

Comments:

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada
Western Service Centre
4-303 Main Street
Winnipeg, MB R3C 3G7

| | |
|---|-------------------------------------|
| Title: Roof Replacement – Design Build Agassiz Research and Development Centre, Agassiz, BC | |
| Solicitation Number 465-1-22-C26 | Date of solicitation: 2023-07-10 |
| Solicitation Closes: At: 11:00 AM On: 2023-08-01 | Time Zone: CST |
| Address Enquiries to: aaafc.wscprocurement-csoapprovisionnement.aac@agr.gc.ca with a cc to desta.kissack@agr.gc.ca Name: Attn: Desta Kissack Email: | |
| Telephone Number: 204-583-8127 | FAX Number: |
| Destination of Goods, Services and Construction: Agriculture & Agri-Food Canada Agassiz Research & Development Centre 6947 Highway 7, Agassiz BC V0M 1A0 | |
| Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item. | |
| Delivery required: 2024-03-31 | Delivery offered: |
| Vendor/Firm Name and Address: | |
| Name and title of person authorized to sign on behalf of vendor/firm (type or print) | |
| Signature | |
| Date | |

465-1-22-C26

INVITATION TO TENDER

B20 Roof Replacement – Design Build
Agassiz Research and Development Centre
Agassiz, BC T1J 4B1

IMPORTANT NOTICE TO BIDDERS

MANDATORY SITE VISIT

See SI03 of the Special Instructions. Failure to attend will result in the disqualification of bid.

Contracting Authority

Desta Kissack, Senior Contracting Officer
Agriculture and Agri-Food Canada
Western Service Centre
4-303 Main Street
Winnipeg, MB R3C 3G7
Telephone: 204-583-8127
E-mail address: desta.kissack@agr.gc.ca

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SPECIAL INSTRUCTIONS TO BIDDERS (SI)**SI01 BID DOCUMENTS**

1. The following are the Bid Documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Bidders;
 - c. General Instructions - Construction Services - Bid Security Requirements R2710T (2022-12-01)
Subsection GI16 Performance Evaluation:
Delete: in its entirety
Insert: GI16 intentionally left blank
 - 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.

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>

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Invitation to Tender - Page 1 at e-mail address Desta.kissack@agr.gc.ca and should include a cc to aafc.wscprocurement-csoapprovisionnement.aac@agr.gc.ca. Except for the approval of alternative materials as described in GI15 of R2710, enquiries should be received no later than 5 business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PWGSC will examine the content of the enquiry and will decide whether to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the bid being declared non-compliant.

SI03 MANDATORY SITE VISIT

1. There will be a site visit on July 18, 2023 at 10:00am (Local Agassiz time). Interested bidders are to meet at 6947 Highway 7, Building 85, Agassiz, British Columbia.
Site Contact – Paul Kehler - 604-701-1767, paul.kehler@AGR.GC.CA
2. The site visit for this project is MANDATORY. The representative of the Bidder must sign the Site Visit Attendance Sheet at the site visit. Bids submitted by Bidders who have not signed the attendance sheet will be rejected.

SI04 REVISION OF BID

Delete in its entirety and replace with:

Section GI10 of R2710T is replaced by the following;

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1. A bid submitted in accordance with these instructions may be revised by CPC Connect aaafc.procbidreceiving-receptiondesoumissionaproov.aac@agr.gc.ca or via email to the contracting authority identified on page 1 of the solicitation package, provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The revision shall be on the Bidder's letterhead or bear a signature that identifies the Bidder.
2. A revision to a bid that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. Multiple revisions to a bid must clearly identify the sequence of the revisions (i.e. Bid revision #1; Bid revision #2, etc.).
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).
5. For revised bids transmitted by CPC Connect service or e-mail, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the CPC Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the CPC Connect service.

SI05 BID SECURITY REQUIREMENTS

R2710T - General Instructions - Construction Services - Bid Security Requirements is modified as follows:

Delete GI08.2 and replace with the following:

2. A bid bond (form PWGSC-TPSGC 504) shall be in an approved form, properly completed, with valid and enforceable signatures and sealed by the approved bonding company whose bonds are acceptable to Canada either at the time of solicitation closing or as identified in Treasury Board Appendix L, Acceptable Bonding Companies.
- 2.1 A bid bond may be submitted in an electronic format (Electronic Bonding (E-Bond)) if it meets the following criteria:
 - a. The version submitted by the Bidder must be an electronic encrypted file with embedded digital certificate verifiable by Canada with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
 - b. The version submitted must be viewable, printable and storable in standard electronic file formats compatible with Canada, and in a single file, allowable format pdf.
 - c. The verification may be conducted by Canada immediately or at any time during the life of the Bond and at the discretion of Canada.
 - d. The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding Item 2.1.a.
 - e. Submitting copies (**non-original, non-verifiable or scanned copy**) of signed and sealed bid bond are not acceptable. Failure to submit an original or verifiable bond will render the bid non-compliant. Non-compliant bids will be given no further consideration. A scanned copy of a bond does not constitute a digital bond.
- 2.2 Bonds failing the verification process will NOT be considered valid.
- 2.3 Bonds passing the verification process will be treated as original and authentic.

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SI06 SUBMISSION OF BID

Delete in its entirety and replace with:

Section GI09 of R2710T is modified by the following:

Insert the following text under subparagraph 4.

5. Electronic Bid Submission by Canada Post Corporation (CPC) Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [CPC Connect service](#) provided by Canada Post Corporation.
- b. The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by AAFC is aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

Note: Bids emailed directly to this email address will be rejected and deemed non-compliant. This email address is to be used to open a CPC Connect conversation, as detailed in c., or to send proposals through a CPC Connect message if the Bidder is using its own licensing agreement for CPC Connect.

- c. To submit a bid using CPC Connect service, the Bidder must either:
 - i. send directly its bid only to the AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the AAFC Bid Receiving Unit requesting to open an CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- d. If the Bidder sends an email requesting CPC Connect service to the Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- e. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- g. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- h. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the CPC Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the CPC Connect service.
- i. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- j. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- k. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder.
- l. Should a bidder not be able to use the available Connect platform to submit their bid, they must contact the Contracting Authority identified on page 1 of the solicitation package no later than seven (7) business days prior to bid closing to discuss an alternative submission method.**

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SI07 BID RESULTS

1. There will be no Public Opening for the purposes of this solicitation.
2. The responsive bid carrying the lowest price will be recommended for contract award.
3. Following solicitation closing, bid results may be obtained by e-mail a request to Nadine.hoedel@agr.gc.ca

SI08 INSUFFICIENT FUNDING

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

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid.

SI09 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above is accepted, in writing, by all those who submitted bids, then Canada will continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. above is not accepted in writing by all those who submitted bids then Canada will, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

SI10 RIGHTS OF CANADA

1. Canada reserves the right to:
 - a. Reject any or all bids received in response to the bid solicitation;
 - b. Enter into negotiations with bidders on any or all aspects of their bids;
 - c. Accept any bid in whole or in part without negotiations;
 - d. Cancel the bid solicitation at any time;
 - e. Reissue the bid solicitation;
 - f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
 - g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

SI11 SECURITY CLEARANCE REQUIREMENTS

There is no security clearance requirement associated with the work. Refer to SC01 Security Requirements of the Supplementary Conditions (SC).

SI12 BID CHALLENGE AND RECOURSE MECHANISMS

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- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

SI13 WEB SITES

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

Treasury Board Appendix L, Acceptable Bonding Companies
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appl>

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

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

Bid Bond (form PWGSC-TPSGC 504)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)
http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf

Labour and Material Payment Bond (form PWGWSC-TPSGC 506)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

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

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

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R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2021-04-01)

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/R2710T/23>

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

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SUBMISSION REQUIREMENTS AND EVALUATION (SRE'S)**SECTION 1: BID FORM AND CONTENT REQUIREMENTS**

Canada is seeking bids specific to this project. The bid must demonstrate an analytical and creative response to the specific nature of the project as set out in the Terms of Reference.

The bid submission itself shall comprise two parts, Part 1 - Technical Portion and Part 2 - Price Portion.

Part 1 - "Technical Portion":

Contains the material necessary to represent the technical content of the bid called for in the Request for Proposal document (which includes the Terms of Reference), in a concise and comprehensive manner. It is to be organized as per the Technical Criteria detailed in Section 3 (below).

No reference to "PRICE" is to be included in the "TECHNICAL" portion of the submission

Part 2 - "Price Portion":

Contains the bid price to perform all required Work. Complete one copy only of the Bid and Acceptance Form with the bid security

Bidders should not submit promotional materials as part of their submissions and are strongly encouraged,

- a) not to submit information that is not required;
- b) to be succinct in their submissions;
- c) to mark each page of their submissions with page numbers.

The maximum number of pages (including text and graphics) for the Technical Portion is twenty **(20) pages. Double-sided submissions are preferred. The following format should be implemented.**

One (1) 'page' means one side of a sheet of paper - 8.5"x11" (metric equivalent A4)

Font size - minimum 10 pt Times New Roman or equal on all documents including charts etc. Margin widths - minimum 12 mm

The following are not part of the page limitation mentioned herein;

Covering letter

Table of Contents

Front page of the RFP

Front page of revision(s) to the RFP

Bid and Acceptance Form

Team Identification (Annex A)

Section Dividers not containing text

Bidder Identification, Certifications and Bid Security.

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the bid and will not be forwarded to the Evaluation Board members for evaluation.

SECTION 2: SELECTION

Canada will evaluate the submissions received and such evaluation will be based on the following factors:

- a) compliance with the terms and conditions of this solicitation;
- b) the cost representing best value for a technically compliant bid to Canada for the Work;
- c) assessment of all technical documentation and information for technical compliance;

To be considered responsive, a submission must:

- a) meet all the mandatory requirements of this solicitation; and
- b) achieve a minimum total score of **70%** of the available points for the Technical Criteria specified. The technical rating is performed on a scale of 100 points.

Submissions not meeting (a) or (b) above will be given no further consideration. Only those responsive proposals achieving a minimum Total Technical Points rating of **70/100** will have their Bid Price Form opened and be eligible for further consideration.

The technically compliant proposal that obtains the highest combined rating of technical merit and price will be recommended for award of a contract. The evaluated price will be as identified in Bid and Acceptance Form.

The maximum possible Technical Points Rating is 60 while the maximum Financial Points Rating is 40. The Technical Points Rating is calculated by dividing the total points achieved by the total points available and then multiplying that number by 60. The Financial Points Rating is calculated by giving full points to the lowest Phase Two Price Proposal and prorating all other compliant Price Proposals accordingly.

Example:

| TABLE: EXAMPLE OF PROPOSALS SUBMISSIONS | | | |
|--|--------------------|--------------------|--------------------|
| | Proponent 1 | Proponent 2 | Proponent 3 |
| Total Technical Points Rating | 70 | 80 | 75 |
| Price Proposal | \$51,000.00 | \$55,000.00 | \$50,000.00 |

| TABLE: EXAMPLE OF POINTS RATING | | | |
|--|--------------------------------|--------------------------------|-----------------------|
| | Technical Points Rating | Financial Points Rating | Overall Rating |
| Proponent 1 | $70/100 \times 60 = 42$ | * $50/51 \times 40 = 39.22$ | 81.22 |
| Proponent 2 | $80/100 \times 60 = 48$ | $50/55 \times 40 = 36.36$ | 84.36 |
| Proponent 3 | $75/100 \times 60 = 45$ | $50/50 \times 40 = 40$ | 85 |

* Represents the lowest priced proposal

Proponent 3 is recommended for award of a contract.

SECTION 3: TECHNICAL EVALUATION

Point Rated Criteria: Part 1 - Technical Portion of the bid will be evaluated by the Evaluation Board under the technical criteria listed in the Evaluation Criteria Table and as further explained in the Submission Requirements (both below).

The information will be rated from 1 to 10 for each Technical Criteria. The rating is then multiplied by a weight factor. The technical score is obtained by adding the sum of the weighted ratings.

Evaluation Criteria Table

| Technical Evaluation Criteria | Criterion weight | Rating | Technical Points |
|---|-------------------------|---------------|-------------------------|
| 1. Design-Build Capability and Experience | 4 | 0-10 | 0-40 |
| 2. Understanding the project and Methodology | 4 | 0-10 | 0-40 |
| 3. Work Breakdown Structure and Schedule | 2 | 0-10 | 0-20 |
| Total for technical portion | | | 0-100 |

Generic Evaluation Table

AAFC's Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below:

| | INADEQUATE | WEAK | ADEQUATE | FULLY SATISFACTORY | STRONG |
|---|--|--|--|---|---|
| 0 point | 2 points | 4 points | 6 points | 8 points | 10 points |
| Did not submit information which could be evaluated | Lacks complete or almost complete understanding of the requirements. | Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. | Demonstrates a good understanding of the requirements. | Demonstrates a very good understanding of the requirements. | Demonstrates an excellent understanding of the requirements. |
| | Weaknesses cannot be corrected | Generally doubtful that weaknesses can be corrected | Weaknesses can be corrected | No significant weaknesses | No apparent weaknesses |
| | Offeror does not possess qualifications and experience | Offeror lacks qualifications and experience | Offeror has an acceptable level of qualifications and experience | Offeror is qualified and experienced | Offeror is highly qualified and experienced |
| | Team proposed is not likely able to meet requirements | Team does not cover all components or overall experience is weak | Team covers most components and will likely meet requirements | Team covers all components - some members have worked successfully together | Strong team - has worked successfully together on comparable projects |
| | Sample projects not related to this requirement | Sample projects generally not related to this requirement | Sample projects generally related to this requirement | Sample projects directly related to this requirement | Leads in sample projects directly related to this requirement |
| | Extremely poor, insufficient to meet performance requirements | Little capability to meet performance requirements | Acceptable capability, should ensure adequate results | Satisfactory capability, should ensure effective results | Superior capability, should ensure very effective results |

Submission Requirements

Category 1 - Design-Build Capability and Experience (Max. 40 Points)

1. The Design Build Services will include Design Management work and General Contracting Work for replacement of the roofing on the Carpenter's Shed (B20) at the Agassiz Research and Development Center. The Bidder should describe their area of specialization and give Design Build experience related to two (2) similar projects to that being tendered, completed in the last 5 years. Describing:
 - a. How the two (2) projects are similar to the Agassiz building
 - b. How budget, schedule and quality were managed
2. Identify who comprised the Design Build team and clearly describe the experience and responsibilities of each member in relation to the 2 projects. If subtrades or consultants were used, identify their roles and qualifications.
3. Provide client contact references including phone numbers for the referenced projects. The Evaluation Board reserves the right to contact the references

Category 2. Understanding the Project (Max. 40 Points)

1. Demonstrate understanding of the project in terms of scope, site restrictions, access, timeline, schedule, time of year, project risks, waste and environmental management, site safety and security.
2. Provide an understanding of how the work will be executed under a design-build contract.

Category 3 Work Breakdown Structure and Schedule (Max. 20 Points)

Provide work breakdown structure (WBS) in the form of a Gantt Chart for the project demonstrating how the Bidder plans to execute the Work. Identify key phases such as, design, construction phasing, substantial completion and warranty.

SECTION 4: MANDATORY SUBMISSION REQUIREMENTS

To be considered compliant, a submission must meet all of the mandatory evaluation criteria.

Submissions not meeting all of the mandatory requirements will be given no further consideration. The Bidder must:

1. Submit the bid to the Bid Receiving Unit prior to the closing date and time indicated on the front page of the solicitation document;
2. Team Identification (Annex A) – The design team must include an engineer licensed to practice in the province of BC;
3. Bidder must provide proof of qualifications for designing and construction of standing seam metal roofing by giving two examples of buildings along with references;
4. Provide Bid and Acceptance Form and;
5. Bid Security per SI01 of the Special Instructions to Bidders.

CONTRACT DOCUMENTS (CD)

1. The following are the Contract Documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

| | | | |
|------|--|--------|---------------|
| GC1 | General Provisions – Construction Services | R2810D | (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); |

Subsection GC1.22 Performance-evaluation: Contract of R2810D (2022-12-01), incorporated by reference above, is amended as follows:
Delete: in its entirety
Insert: GC1.22 Intentionally left blank.
 - e. Supplementary Conditions
 - f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - h. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY REQUIREMENTS

The following security requirement applies and forms part of the Contract.

The contractor and/or its employees **MUST NOT** have unescorted access to Agriculture and Agri-Food Canada premises. The contractor(s) must, at all time, be escorted on Agriculture and Agri-Food Canada premises by the project authority or by a suitable replacement appointed by the project authority.

The contractor and/or its employees **MUST NOT** have access to **PROTECTED** and/or **CLASSIFIED** information or assets.

The contractor and/or its employees **MUST NOT** remove any **PROTECTED** and/or **CLASSIFIED** information or assets from the identified work site(s).

The contractor and/or its employees **MUST NOT** use its IT systems to electronically process, produce or store **PROTECTED** and/or **CLASSIFIED** information or data.

Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of Agriculture and Agri-Food Canada.

The contractor and its employees must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
- b) Industrial Security Manual (Latest Edition).

SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.

The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:

- a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence as referred to in the insurance requirements of the Contract .
 - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.
2. The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.
 3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
 4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.

5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 INSURANCE TERMS

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2) Period of Insurance

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

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after contract award, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

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

5) Deductible

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

SC04 TYPES AND AMOUNTS OF CONTRACT SECURITY

Remove and Replace GC9.2.2. with the following

A performance bond (form PWGSC-TPSGC 505) and a labour and material payment bond (form PWGSC-TPSGC 506) referred to in subparagraph 1)(a) of GC9.2 shall be in a form and be issued by a bonding or surety company (see Treasury Board Appendix L, Acceptable Bonding Companies) that is approved by Canada. They can be in the form of Signed and Sealed paper version OR electronic digital version.

Electronic digital versions must meet the following;

1. A performance bond and a labour and material payment bond may be submitted in an electronic or digital format if it meets the following criteria:
- 1.1. The versions submitted by the Contractor must be verifiable by Canada with respect to the totality and wholeness of the bonds form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.

- 1.2. The versions submitted must be viewable, printable and storable in standard electronic file formats compatible with Canada, and in a single file. Allowable formats include pdf.
 - 1.3. The verification may be conducted by Canada immediately or at any time during the life of the bonds and at the discretion of Canada with no requirement for passwords or fees.
 - 1.4. The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding Item 1.1.
2. Bonds failing the verification process will NOT be considered to be valid.

BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

B20 Roof Replacement – Design Build
 Agassiz Research and Development Centre
 Agassiz, BC T1J 4B1

BA02 LEGAL NAME AND ADDRESS OF BIDDER

| | | | | | |
|---|--|------|--|------|--|
| Legal Name: | | | | | |
| Operating Name (if any): | | | | | |
| Address: | | | | | |
| Telephone: | | Fax: | | PBN: | |
| E-mail address: | | | | | |
| Contract Security Program Organisation Number (when required) | | | | | |

BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ _____ excluding Applicable Taxe(s).
 (amount in numbers)

BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of 30 days following the date of solicitation closing.

BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Bidder’s offer by Canada, a binding Contract will be formed between Canada and the Bidder. The documents forming the Contract will be the Contract Documents identified in “Contract Documents (CD)” section.

BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work by March 31, 2024.

BA07 BID SECURITY

The Bidder must enclose bid security with its bid in accordance with GI08 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

BA08 SIGNATURE

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

Signature

| |
|--|
| |
|--|

Date

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



| |
|--|
| Contract Number / Numéro du contrat 465-1-22-C26 |
| 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 AAFC | | 2. Branch or Directorate / Direction générale ou Direction CMB |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| 4. Brief Description of Work / Brève description du travail AAFC will engage the services of a contractor to replace the metal roofing on B20 at Agassiz Research Center | | |
| 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? (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 type="checkbox"/> No / Non <input checked="" 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 checked="" 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 checked="" 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 / SECRET <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET / 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"/> |



| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

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



| |
|--|
| Contract Number / Numéro du contrat |
| Security Classification / Classification de sécurité |

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 CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET / COSMIC TRÈS SECRET | PROTECTED / PROTÉGÉ | | | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets / Renseignements / Biens / Production | | | | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | | | | |
| IT Link / 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).**

ANNEX B - CERTIFICATE OF INSURANCE
(Not required at solicitation closing)

CERTIFICATE OF INSURANCE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

| | |
|----------------------------------|--------------|
| Description and Location of Work | Contract No. |
| | Project No. |

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

Additional Insured

His Majesty the King in right of Canada as represented by the Minister of Public Works and Government Services

| Type of Insurance | Insurer Name and Policy Number | Inception Date D / M / Y | Expiry Date D / M / Y | Limits of Liability | | |
|-------------------------------------|--------------------------------|-----------------------------|--------------------------|---------------------|--------------------------|--------------------------------|
| | | | | Per Occurrence | Annual General Aggregate | Completed Operations Aggregate |
| Commercial General Liability | | | | \$ | \$ | \$ |
| | | | | \$ | \$ | \$ |
| Umbrella/Excess Liability | | | | \$ | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include His Majesty the King in right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.
- (e) Damage to existing structure

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

ANNEX C – TERMS OF REFERENCE

Objective

The work generally consists of the removal of the existing roofing as well as the design, supply, and installation of new standing seam metal roofing on Building 20 at the Agassiz Research and Development Centre, 6947 Highway #7, Agassiz, BC. The new roof shall have a minimum 30 year service life with leak free performance.

Background

The roof of Building 20 at the Agriculture and Agri-Food Canada, Agassiz site, was installed in 1996 and has been leaking for several years. In recent years the leaking has gotten worse and is impacting the interior of the building. See attached figures showing the site layout, building location, and building condition.

Work Required

AAFC requires a design-build contractor to submit proposals for the installation of new metal roofing on Building 20 to provide a reliable weather proof building envelope that will last a minimum of 30 years. The roofing shall include all parts of the building including the lean to section as well as the roofing on the cupolas. The contractor must:

- a. Removal and disposal of the existing metal roofing. The Contractor shall clean and prepare the area sufficiently to allow for installation of the new roofing as per manufacturer's recommendations. Prior to demolition works, a Waste Reduction Work Plan shall be developed to reduce or eliminate the generation of waste. The plan is shall be submitted to the Departmental representative for approval.
- b. Replace or sufficiently brace any strapping, purlins, sheathing, or roof structural members that are damaged or rotten to the satisfaction of the Departmental Representative. The contractor shall include in their proposal a plan to replace any visibly damaged or rotten structural members or sheathing which includes all materials and labour. A thorough inspection during the site visit is recommended to identify damaged/rotten components. Any rotten or damaged structural members/sheathing that is not able to be identified prior to removal of the existing roofing shall be an extra to the contract. The contractor shall carry a contingency of \$5000 for unforeseen repairs.
- c. Install new standing seam metal roofing. Standing seam roof refers to a wide variety of metal roof panels having a vertical seam, where the seams can be used as an architectural element to highlight the architecture of the building through roof esthetics. Any limitations or concerns with this product selection be brought to the client for consideration. The impact of solar heat gain associated with a metal roof is to be factored into selection of the replacement roofing system.
- d. Include all necessary ventilation, drip edge, flashing, etc to ensure weather proof performance of the new roof.
- e. Install new gutters and downspouts as necessary to manage precipitation from the roof. If the existing gutters and/or downspouts are determined to be satisfactory by the Contractor for reuse, they must be identify in the Contractors proposal specifically what existing components will be reused and rationale.
- f. Clean up the site of any mess or debris from the roofing activities

The contractor is responsible for all seals, caulking, fasteners or other associated hardware. The contractor is also responsible for all labour and equipment required for the work. All installation to be done in accordance with the manufacturer's directions.

The contractor is responsible for all necessary permits and 3 party inspections.

The contractor shall schedule their demolition and installation work to ensure the maximum level of protection for the building from water or weather damage.

All measurements and specifications to be confirmed by contractor prior to starting work.

Completion of the Work:

The work shall be completed on or before March 31, 2024.

The work shall be performed between the hours of 7:00 am and 4:00 pm, Monday through Friday (excluding statutory holidays) as approved by AAFC site contact.

Constraints:

1. The successful bidder shall be qualified to undertake the necessary work;
2. The contractor shall take all reasonable precautions and schedule their work appropriately to protect the building from weather damage and water ingress during the work. The removal of the existing roofing shall

not begin until the installation of the new roof is assured. Any exposure of sheathing, the interior or structural members shall be protected from the weather during construction activities.

3. Any existing utilities shall not be impacted by the roofing work. The building has critical infrastructure attached to the exterior of the building near the roofline. This infrastructure shall be protected at all times from damage or disturbance by the contractor. Any temporary disruption to utilities will require coordination with the site, a minimum 7 days advance notice, and shall be at the expense of the contractor.
4. Any structural modifications to the building required to support the new roofing must be included in the proposed design and price.

Protection of Persons and Property:

The Contractor shall use due care and take all necessary precautions to ensure the protection of persons and property and shall comply with the provision of the applicable federal and provincial government agencies including but not limited to the Workers' Compensation Board and the Provincial Labour Occupational Health and Safety Board.

The Contractor shall have a site safety management plan prior to mobilizing to site. This plan shall include provisions to ensure the safety of the public, those engaged in the work under this contract, and those employed by other agencies or contractors who may require access to the site against accident and injury. The Contractor shall post on site all necessary and applicable signs regarding safety hazards, and the required personal safety equipment.

AAFC Site Contact to Direct Course of the Work:

The Contractor's site operations shall be subject to the approval of the AAFC Site Contact. The capacity of the Contractor's labour force, sequence of operations and methods of operation shall be such as to ensure the completion of the work as specified herein. Acceptance of all works to be performed under this contract will be subject to the discretion and approval of the AAFC Site Contact or their representative.

Waste Management and Disposal of Existing Roofing

The Contractor is responsible for management of waste and disposal related to all aspects of the work described. AAFC requires the Contractor to develop a Waste Reduction Work Plan, which identifies the plan for the Contractor to reduce and divert waste materials from landfill. The Departmental Representative has established that a minimum of 90 percent of Construction, Renovation and Demolition waste on this project is to be diverted from the landfill and targeted for alternative waste disposal methods such as reuse, recycling, and salvaging.

Permits, Licenses, Regulations and Acts:

The Contractor shall be responsible for obtaining and paying for any permits or licenses as may be required for any portion of this contract. The Contractor shall comply with all Municipal, Provincial Government and Government of Canada regulations.

Payment:

The work shall be paid for at the lump sum price bid for the work in the Price Table.







