



Health Canada Santé Canada

## **REQUEST FOR PROPOSAL (RFP)**

**Reference Number: 1000166651**

**CLOSING Date: December 18th, 2014, 2:00 P.M. E.S.T.**

**PROJECT TITLE: Health Canada, Occupational Health Unit (OHU) Modernization Project**

**Branch/ Directorate: Corporate Services Branch, Real Property and Security Directorate, Health Canada**

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:**  
Departmental Representative, Issuing Office

David Sullivan,  
Senior Procurement Contracting Officer  
Health Canada  
[david.j.sullivan@hc-sc.gc.ca](mailto:david.j.sullivan@hc-sc.gc.ca)  
(613) 941-9157

**RFP Issue Date:** Nov 28<sup>th</sup>, 2014

### **Delivery Instructions for Bid / Proposal:**

Bid submission envelopes are to be delivered to the following address prior to December 18<sup>th</sup>, 2014, 2:00 P.M. E.S.T.:

Health Canada Bid Receiving Unit  
Federal Records Centre Building,  
161 Goldenrod Driveway (Loading Dock),  
Ottawa, Ontario K1A 0K9  
**Attention: David Sullivan**  
**RFP Reference Number:** 1000166651  
**Hours of Operation:** 07h30 to 16h30 (EST)

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## **PART I, STATEMENT of WORK**

### **1. Scope**

#### **1.1. Title**

Health Canada, OHU Modernization project, phases 3 through 5.

#### **1.2. Introduction**

To provide general contracting services in 3 areas of the Occupational Health Unit (OHU) located in Tunney's Pasture. This work will be scheduled in 3 phases (phase 1 and 2 have been completed last year).

#### **1.3 Objectives of the Requirement**

The objective of this contract is to modify the space in order to increase occupancy. This increase will be achieved by minimal construction and demolition as well as implementing smaller workstations as per the PWGSC Workplace 2.0 Fit-Up Standards. The Fit-Up of the building will allow for collocation of the department and free-up leased space in the Jeanne Mance building, where the Security Management Suite presently resides. The general contractor will also be seeing to small architectural changes to the building.

#### **1.4 Background and Specific Scope of the Requirement**

The Occupational Health Unit, occupied by Health Canada and located at 51 Chardon Driveway in the Tunney's Pasture complex, was constructed in 1958/59. The building is a 1 story office/laboratory facility consisting of storage, two garage areas and a recently renovated area.

The office portion of the facility is being identified for major refit that will see the workstations replaced to meet the new Workplace 2.0 standards. The opportunity is allowing HC to redesign the present layout and reduce the number of enclosed offices. In order to achieve this gain in building capacity, a few architectural modifications have been identified as essential to the completion of the project.

### **2. Requirements**

#### **2.1. Tasks, Activities, Deliverables and Milestones**

Contractor shall provide:

- Construction oversight and commissioning
- General Contractor to provide all electrical and mechanical engineering services required to complete the scope of work in the drawings. This includes, but is not limited to, the design, building permit drawings, and construction review.

#### **Phase 3 Deliverables:**

- A- Demolition, see page D4(D00-D22 Fit-Up Drawings Document)**  
Remove existing carpet and dispose of it.  
All demolition work for this phase will be scheduled for daytime work.  
See page D-4 for additional details pertaining to the demolition.

**B- New construction, see page D 7(D00-D22 Fit-Up Drawings Document)**

Repair under-flooring and prepare for new carpet installation.  
Provide new wooden door for office and prep for new office function lockset (lockset supplied and installed by the client).  
Build new office (C-01) with soundproofing.  
All new construction work for this phase will be scheduled for daytime work.  
See page D-7 for additional details pertaining to the construction.

**C- Paint, see page D -10(D00-D22 Fit-Up Drawings Document)**

Prime and paint all walls and doors as per indicated on drawing D-10.  
Prime and paint doors of existing electrical panel as indicated on drawing.  
Patch walls where required.  
Provide paint samples to technical authority prior to paint commencement for approval.  
Only the use of low-VOC paint will be accepted.  
Paint finish will be satin.  
All paint work for this phase will be scheduled for after-hours work (after 5pm).

**D- Flooring, see page D -14-D00-D22 Fit-Up Drawings Document**

Install carpet tile as per spec indicated on drawing D-14.  
Install baseboard as per spec indicated on drawing D-14.  
Only use low-VOC flooring adhesive will be accepted.  
All carpet work for this phase will be scheduled for daytime work.  
7 carpet boxes will be supplied by the client (HC).

**E- Electrical, see page D-17 & D-18(D00-D22 Fit-Up Drawings Document)**

We will require the systems furniture electrical components to be connected after installation. The furniture of this phase will be connected through power poles through the ceiling. Please note the installation of the systems furniture will be done by others.  
Connect the power poles as indicated on the drawings.  
The electrical work for this phase will be done after work hours (after 5pm).

**Phase 4 Deliverables:**

**F- Demolition, see page D-5(D00-D22 Fit-Up Drawings Document)**

Remove existing carpet and dispose of it.  
Demolish laminate finish covering the columns.  
Walls and millwork to be demolished are indicated in drawing D-5.  
All demolition work for this phase will be scheduled for daytime work.  
Door of office 8A to be kept and relocated.  
See page D-5 for additional details pertaining to the demolition.

**G- Construction, see page D-8(D00-D22 Fit-Up Drawings Document)**

Repair under-flooring and prepare for new carpet installation.  
Patch columns where demolition has occurred.  
Build 2 new offices with integrated sound masking.  
Relocate one door from 8a and construct one matching door.  
Prep door to D21 for a passage lockset (lockset supplied by client).  
Prep door to D30 for a new office function lockset (lockset supplied by client).  
Prep door to D45 for a new office function lockset (lockset supplied by client).  
New walls, doors and sidelights are indicated on drawings D-8.

Build 2 new offices with soundproofing.

All new construction work for this phase will be scheduled for daytime work.

See page D-8 for additional details pertaining to the demolition.

**H- Paint, see page D-10(D00-D22 Fit-Up Drawings Document)**

Patch walls where required.

Prime and paint all wall as per indicated on drawing D-10.

Provide paint samples to HC technical authority prior to paint commencement for approval.

Only the use of low-VOC paint will be accepted.

Paint finish will be satin.

All paint work for this phase will be scheduled for after-hours work (after 5pm)

See page D-10 for additional details pertaining to the paint.

**I- Flooring, see page D-14(D00-D22 Fit-Up Drawings Document)**

Install carpet tile as per spec indicated on drawing D-14.

Install baseboard as per spec indicated on drawing D-14.

Install laminate flooring in the kitchen.

Only use low-VOC adhesive will be accepted.

All flooring work for this phase will be scheduled for business hours.

**J- Electrical, see pages D-18 & D-19-D00-D22 Fit-Up Drawings Document**

The systems furniture electrical components will be disconnected prior to the commencement of the work and reconnected once it is completed. The furniture will be connected through basefeed. Please note the installation of the systems furniture will be done by others.

Disconnect and reconnect the base feeds as indicated on the drawings.

The electrical work for this phase will be done after work hours (after 5pm)

**Phase 5 Deliverables:**

Phase 5 will be completed simultaneously to phase 4.

**K- Demolition, see page D-6(D00-D22 Fit-Up Drawings Document)**

Demolition of the cement ramp as per the drawing D-6.

All demolition work for this phase will be completed after business hours (after 5pm)

See page D-6 for additional details pertaining to the demolition of this phase.

**L- Construction, see page D-9(D00-D22 Fit-Up Drawings Document)**

Repair flooring under the previous ramp and prepare for new carpet installation.

See drawing D-9 for indication of location.

Install drywall in room 01E.

Close off doorway with cement block to match existing material as indicated in drawing D-9.

All construction for this phase will be completed after business hours (after 5pm)

**M- Paint, see page D-12(D00-D22 Fit-Up Drawings Document)**

Patch walls where required.

Prime and paint walls as per indicated on drawing D-12

Prime and paint doors as per indicated on drawing D-12.

Provide paint samples to HC technical authority prior to paint commencement for approval.

Only the use of low-VOC paint will be accepted.

Paint finish will be satin.

All paint work for this phase will be scheduled for after-hours work (after 5pm)

See page D-12 for additional details pertaining to the paint.

**N- Flooring, see page D-16(D00-D22 Fit-Up Drawings Document)**

Installation of carpet where indicated on drawing D-16

Carpet to match existing : Interface Syle Chenille Wrap, grey vinyl base.

Install carpet base as per spec indicated on the drawing.

In order to match existing condition, no substitution will be accepted during this phase.

**O- Electrical, see page D-21 & D-22(D00-D22 Fit-Up Drawings Document)**

The systems furniture electrical components will be disconnected prior to the commencement of the work and reconnected once it is completed. The furniture will be connected through basefeed. Please note the installation of the systems furniture will be done by others.

Disconnect and reconnect the power poles as indicated on the drawings.

The electrical work for this phase will be done after work hours (after 5pm).

**P- Paint in boardroom 2A, see page D-13(D00-D22 Fit-Up Drawings Document)**

Patch walls where required.

Prime and paint walls as per indicated on drawing D-13.

Walls not indicated to be painted are to be left as-is.

Provide paint samples to HC technical authority prior to paint commencement for approval.

Only the use of low-VOC paint will be accepted.

Paint finish will be satin.

All paint work for this phase will be scheduled for weekend work.

See page D-13 for additional details pertaining to the paint.

**Q- New suspended ceiling in 1 area, see page A00 (notes), A04 & specs-A00-A04 Architectural Drawings and drawing notes**

See attached architectural drawings by Ilg & Ilg on page A04.

General Contractor to provide all electrical and mechanical engineering services required to complete the scope of work in the drawings. This includes, but is not limited to, the design, building permit drawings, and construction review.

**R- Demolition of small garage door, see page A00 (notes), A04 & specs-A00-A04 Architectural Drawings and drawing notes**

See attached architectural drawings by Ilg & Ilg on page A04

General Contractor to provide all electrical and mechanical engineering services required to complete the scope of work in the drawings. This includes, but is not limited to, the design, building permit drawings, and construction review.

**S- Modification of 3 existing columns, see page A00 (notes), A03 & specs-A00-A04 Architectural Drawings and drawing notes**

See attached architectural drawing by Ilg & Ilg on page A03.

General Contractor to provide all electrical and mechanical engineering services required to complete the scope of work in the drawings. This includes, but is not limited to, the design, building permit drawings, and construction review.

**T- Installtion of 10 sun tunnels, see page A00 (notes), A03 & specs-A00-A04 Architectural Drawings and drawing notes**

See attached architectural drawings by ILG & Ilg on page A03.

See also structural drawings on page S01 by Leibe Engineering Associates



General Contractor to provide all electrical and mechanical engineering services required to complete the scope of work in the drawings. This includes, but is not limited to, the design, building permit drawings, and construction review.

**U- Minor Mechanical repair (sprinkler) see M1-Mechanical Existing Sprinkler Location**

See attached Mechanical Electrical Report from Goodkey, Weedmark & Associates Limited  
See also M01, Mechanical Existing sprinkler layout from Goodkey, Weedmark & Associates Limited.

**V- Lighting modifications (minor) see E1-Electrical Existing Layout**

See attached Mechanical Electrical Report from Goodkey, Weedmark & Associates Limited  
See also E01, Electrical Existing lighting Layout.

**W- Install suspended T bar ceiling**

Install suspended T-bar ceiling in Phase 3 area (this area measures approximately 300 square meters. This includes, but is not limited to; lighting, sprinklers, coordination with on-site air returns, and coordination with on-site air intakes.

## **2.2. Specifications and Standards**

All work to be carried out according to the annexed tender specifications.

Contractor is to provide mechanical and electrical engineer drawings for purpose of building permit acquiring. These plans must meet industry best practices and be compliant with all applicable building codes, standards, and health and safety requirements.

Documents are to be provided in either English or French.

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

Work to be co-ordinated and scheduled access to the site will be through the Technical Authority.

## **2.4. Method and Source of Acceptance**

All work shall be verified and stamped by electrical and mechanical engineers (this verification shall be provided by the contractor). **The stamped electrical and mechanical engineer drawings shall be provided by the general contractor for the Kick-Off Meeting.**

## **2.5. Reporting Requirements**

The Technical Authority will schedule bi-monthly meetings with the contractor, architectural consultant and involved stakeholders to discuss project progress

The contractor must advise the Technical Authority **72 hours** in advance of any changes to the schedule.

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

The architect will be verifying on a bi-weekly basis that the construction is completed according the provided plans and specs.

Once the contract in place, all changes to budget, scope or schedule must be approved by the Technical Authority prior to proceeding.

### **3. Additional Information**

#### **3.1 Authorities**

Contracting Authority: David J. Sullivan.  
All other authorities will be determined at contract award.

The architectural consultant will be inspecting all work to ensure it is completed as per the provided plans and specs.

#### **3.2 Health Canada's Obligations**

- access to existing autoCAD drawings of the identified building, The Occupational Health Unit (OHU) at Tunney`s Pasture.
- access to facilities
- access to a staff member who will be available to coordinate activities
- provide comments on draft reports within five (5) working days
- provide other assistance or support.

#### **3.3 Contractor's Obligations**

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
- Title to the electrical and mechanical drawings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.
- General Contractor to provide all electrical and mechanical engineering services required to complete the scope of work in the drawings. This includes, but is not limited to, the design, building permit drawings, and construction review.

#### **3.4 Location of Work, Work site and Delivery Point**

Occupational Health Unit (also referred to as Building 17) 51 Chardon driveway, Tunney`s Pasture, Ottawa, Ontario, K1A 0K9

#### **3.5 Language of Work**

Either official language will be acceptable.

#### **3.6 Special Requirements**

General Contractor to provide all electrical and mechanical engineering services required to complete the work identified in the SOW. This includes, but is not limited to, the design, building permit drawings, and construction review. Failure to do so will result in a disqualified bid.

### **3.7 Security Requirements**

There are no security requirements pertinent to this contract. Should Contractor personnel require access to the Health Canada site they will be escorted by the Technical Authority or their designated replacement

### **3.8 Insurance Requirements**

Contractors are 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. As commercial insurance is one option available to and frequently used by responsible contractors for this purpose, it should always be understood that, in the first instance, 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 a 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 RFP, 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 \$5,000,000.00. If there is a conflict between the Insurance Terms of R2910D and the instructions of this RFP, the Instructions of this RFP prevail.

If the information is not provided in the tender, the Senior Procurement Officer will so 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 Senior Procurement Officer and meet the requirement within that time period will render the tender non-responsive and the tender will be disqualified.

### **3.9 Bid Deposit**

- 3.9.1 It is a MANDATORY REQUIREMENT (at the tender closing date and time) that bidders submit with their tenders a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. Failure to submit a Bid Bond or a certified cheque will result in the tender being declared non-responsive and the tender will be disqualified.
- 3.9.2 The bid deposit of the successful Bidder will be returned by Health Canada following the execution of the resulting contract and receipt by Health Canada of an acceptable Performance Bond pursuant to the applicable financial security requirement of this RFP (see 3.10 below).
- 3.9.3 The bid deposit of the unsuccessful Bidder will be returned by the Health Canada after the execution of the resulting contract (awarded to the successful Bidder), or previous to such

time at the discretion of the Health Canada. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

### 3.10 Bid Financial Security

- 3.10.1 It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a letter from a Treasury Board approved acceptable bondable company (as referred into the list of acceptable bonding companies provided under Treasury Board Appendix L, see link to Web Site of this RFP) for proof of being bondable in accordance with R2890D (Contract Security) of the SACC Manual. Failure to submit such letter will result in the tender being declared non-responsive and the tender will be disqualified. Health Canada reserves the right to determine, at its sole discretion, whether the statements contained in the letter is to the satisfaction of Health Canada, and Health Canada shall have the right to request changes to the letter. Failure to comply with the request of the Contracting Authority within the time frame as provided in the request may result in the tender being declared non-responsive and disqualified. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

### 3.11 Contractor Financial Security

Without limiting the generality of the General Conditions referenced in Part II, Section 7.10 (R2890D), the Contractor must comply with the financial security requirements specified in Part 4 (Contract Security), including the requirement under Treasury Board Appendix L, Acceptable Bonding Companies <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL> and provide to the Contracting Authority a performance bond and a labour and material payment bond, each in an amount that is equal to not less than 50% of the Contract Price. If Health Canada does not receive the required financial security within the specified period, Health Canada may terminate the Contract for default pursuant to the Contract default provision. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

### 3.12 Travel and Living

The Contractor shall be responsible for all costs for travel within the Ottawa area. Travel is not required under this contract. Health Canada will not be responsible for any costs for travel outside the National Capital Region.

## 4. Project Schedule

### 4.1. Expected Start and Completion Dates

The services of the contractor will be required for approximately 16 weeks from contract award with an expected completion date of this project being April 13<sup>th</sup> 2014.

### 4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

See attached Gantt Chart.

## 5. Required Resources or Types of Roles to be Performed

The Contractor is to provide list of all of the required resources proposed to do the work and a résumé for the Site Superintendent/Lead Foreman.

## 6. Applicable Documents and Glossary

### 6.1. Applicable Documents

Gantt Chart

Mechanical and Electrical Report (Goodkey Weedmark)

M1 – Mechanical Existing Sprinkler Location (Goodkey Weedmark)

E1- Electrical Existing Layout (Goodkey Weedmark )

A00-A04 Architectural Drawings & drawing notes (Ilg & Ilg)

S1- Structural Drawing – Roof Openings (Leibe Engineering Associates)

D00-D22 Fit-Up Drawings (HC)

Tender Specifications Document

### 6.2. Relevant Terms, Acronyms and Glossaries

HC- Health Canada

OHU – Occupational Health Unit

SOW- Scope of Work

RFP – Request for Proposal

## **PART II, PROPOSAL REQUIREMENTS**

### **7.0 Administrative Instructions for Completion of the RFP**

#### **7.1 General Information**

##### **7.1.1 Components, Language and Number of Copies**

You are to submit **four** (4) written copies in either official language (English or French) of the Technical Proposal and **two** (2) copies of the Cost Proposals. The RFP Reference Number and the name of the Departmental Representative must be marked on all documents, binders and respective envelopes. Your proposal must be structured in the following manner:

- (1) 1 covering letter, **signed by an authorized representative** of your firm;
- (2) **4 copies of the Technical Proposal**; and
- (3) **2 copies of the Cost/Price Proposal**, contained in a *separate sealed envelope*.

##### **7.1.2 Bid Validity Period/Signature**

Certify below that all pricing identified in the bid/ proposal will be valid for a period of ninety (90) days from the closing date of the RFP.

x \_\_\_\_\_

**Signature of Authorized Representative of the bidder**

Date: \_\_\_\_\_

##### **7.1.3 No Payment for Pre-Contract Costs**

No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No costs incurred before receipt of a signed contract or specified written authorization from the Departmental Representative can be charged to the proposed contract.

#### **7.2 Delivery Instructions for Bid / Proposal**

Bid submission envelopes are to be sent to the address referenced on the cover of this RFP.

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include:

- The RFP reference number and
- The name of the responsible Departmental Representative

Proposals are to be submitted directly to the attention of the Departmental Representative and address shown as the “Issuing Office” on the cover page of this RFP package.

The onus for submitting bids on time at the specified location rests with the bidder. It is the responsibility of the bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and proposal pages.

### **7.3 Non-Acceptance of Proposal by Facsimile or Electronic Means**

Proposals sent by fax, telex, e-mail and telegraphic means will **not** be accepted.

### **7.4 Closing Date and Time**

All proposals must be received at the location, the date and time specified on the cover page of this RFP. Proposals received after this time will be returned unopened.

### **7.5 Time Extension to Closing Date**

Requests for a time extension to the closing date must be received at least two (2) days before the closing date of the requirement.

### **7.6 Non-Compliance / Unacceptable Proposals**

Failure to meet the mandatory requirements of this RFP will result in your proposal being declared non-responsive.

Proposals received after the proposal closing time will not be considered and will be returned unopened to the bidder. Further, for any proposals which are found to be non-compliant, the financial part of the bid or proposal will be returned unopened with a letter from Health Canada indicating that the bid/proposal was non-compliant.

### **7.7 Site Visit (Mandatory)**

As per M1 of the Mandatory requirements, a site visit will be conducted at the Occupational Health Unit, 51 Chardon Driveway, Tunney’s Pasture, Ottawa, ON K1A 0K9 on **December 9<sup>th</sup> at 10:00 am.**

## **7.8 Announcement of Successful Contractor**

The name of the successful bidder will be announced by mail upon contract award and sign-off.

## **7.9 Rights of the Crown**

The Crown reserves the right to:

1. Reject any or all proposals received in response to this RFP;
2. Accept any proposal in whole or in part; and
3. Cancel and/or re-issue this requirement at any time.

## **7.10 Contract**

The successful bidder will be subject to the following Public Works and Government Services Canada, Standard Acquisition Clauses and Conditions (SACC) that can be accessed at the following website:

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

R2810D (2012-06-11) General Provisions;  
R2820D (2012-06-11) Administration of the Contract;  
R2830D (2010-01-11) Execution and Control of the Work;  
R2840D (2008-05-12) Protective Measures;  
R2850D (2010-01-11) Terms of Payment;  
R2865D (2008-05-12) Delays and Changes in the Work;  
R2870D (2008-05-12) Default, Suspension or Termination of Contract;  
R2880D (2012-06-11) Dispute Resolution;  
R2890D (2012-06-11) Contract Security;  
R2900D (2008-05-12) Insurance;

Supplementary Conditions

R2950D (2007-05-25) Allowable Costs for Contract Changes Under GC6.4.1;

## **7.11 Employment Equity**

Not Applicable

Program requirements do not apply for the following reason:

- ( X ) bid is less than \$400,000;



### **7.12 Procurement Business Number (PBN)**

Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is Health Canada's intention to use this sourcing system for all its procurement of goods and services to which the trade agreements do not apply.

SRI is a database of suppliers who have registered to do business with the Government of Canada. The PBN is created using your Canada Customs and Revenue Agency Business Number to uniquely identify a branch, division or office of your company. Unlike many existing departmental vendor databases, your information in SRI is accessible to all federal government buyers. SRI can help to open up new opportunities with the Federal Government for requirements not posted on the electronic tendering service Buy and Sell <https://buyandsell.gc.ca/>.

Visit the Contracts Canada Internet site at <http://contractscanada.gc.ca/en/busin-e.htm> for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 613-956-3440.

### **7.13 Order of Precedence**

In the case of any dispute which may arise during the period which may be covered by any ensuing contract, the following documents will be considered in order of precedence in terms of importance in resolving any disputes between the parties:

- The Health Canada Contract;
- Any changes to the terms and conditions contained herein which have been approved by Health Canada;
- Public Works and Government Services Canada (PWGSC), Standard Acquisition Clauses and Conditions (SACC)
- The Statement of Work (SOW) in this RFP; and
- The terms identified in this RFP.

## **8.0 Technical Proposal**

### **8.1 General Information**

Your technical proposal must address all the requirements of the Statement of Work (SOW) and demonstrate that you are capable of meeting all obligations of the contractor specified in the same.

Your technical proposal must meet **all of the Mandatory Requirements** listed in **Section 12.0** and **Conditions Precedent to Contract Award** listed in **Section 13.0**.

Furthermore, your technical proposal should include the following:

### **8.2 Understanding of the Requirements**

A brief statement that demonstrates that the contractor understands the requirements of the Statement of Work (SOW), including the objectives, scope of work and deliverables.

### **8.3 Approach and Methodology:**

#### **8.3.1 General Approach**

A description of the overall approach and strategy to this project.

#### **8.3.2 Methodology**

Identify methodologies and techniques to be used, including identifying any proprietary information which is proposed to be used in the program.

#### **8.3.3 Work Plan / Project Schedule**

Break down the work by tasks - show phases, planned start, completion dates and the estimated level of effort (i.e. person days) needed to complete the task. The work plan may include a matrix and/or time line charts. A project schedule structured in weeks, reflecting milestones and deliverables, should be included.

#### **8.3.4 Performance and Quality Control**

Specify how you propose to deal with the performance and quality assurance of the work provided by your organization to the Crown. Include information about quality control methods and reporting mechanisms.

### **8.4 Proposed Team**

#### **8.4.1 Personnel**

Identify the proposed **personnel**, including **Site Superintendent/Lead Foreman**, who will be assigned to this project, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.

If applicable, include a list of proposed sub-contractors, with reference to their capabilities, experience and degree of involvement in the work.

The bidder must certify in the technical proposal that the information provided in all the personnel résumés has been verified to be true and accurate. In addition, for every resource proposed by the bidder who is not an employee of the firm, the actual resource must certify that they are aware that they are being bid as part of the bid/ proposal and state their relationship with the firm. **Résumé** required.

#### **8.4.2 Contingency Plan**

If the contract cannot be completed by the assigned personnel, the following individual(s) will complete the work. **Site Superintendent/Lead Foreman.**  
*Attach résumé.*

### **8.5 Contractor Profile**

#### **8.5.1 Organization**

Provide background information about your company, including its legal name and the province in which the company is incorporated.

#### **8.5.2 Relevant Work Experience**

Describe your company's capacity and experience in this field.

#### **8.5.3 References**

The Bidder's must provide two verifiable references from clients where projects were of comparable scope, with similar construction requirements and standards and which also demonstrates that the Bidder meets all experience requirements.

### **8.6 Résumés of Personnel**

**Attach Résumé of personnel and Site Superintendent/Lead Foreman.**

**9.0 Cost / Price Proposal**

**9.1 General Information**

The Price Proposal must contain a detailed breakdown of the **total quoted price**, by phase, or by major tasks, or both. The Price Proposal should address each of the following:

The Price Proposal must contain a **total quoted price**.

**9.1.1 Fixed Lump Sum** - For the work described in the Statement of Work.

A breakdown may be required for this project, including subcontractors. Indicate the proposed time rate and the estimated time requirement. Although detailed support for the rates is not requested at this time, you should be prepared to substantiate the proposed rates.

**All inclusive Firm Fixed Price**

\$ \_\_\_\_\_

HST \$ \_\_\_\_\_

Total including HST \$ \_\_\_\_\_

**9.1.3 Other Expenses**

List any other expenses which may be applicable, giving an estimated cost for each equipment, rentals, materials, etc...).

**9.1.4 Harmonized Sales Tax**

Various items in your cost proposal may be subject to HST or custom duties, and this charge must be included in the cost estimates where applicable.

**10.0 Enquiries**

All enquiries or issues concerning this procurement must be submitted **in writing only** to the Departmental Representative named on the front cover page of this RFP document **no later than one (1) calendar days prior to the bid closing date**.

To ensure consistency and quality of information to Bidders, the Departmental Representative will provide, simultaneously to all bidders to which this solicitation has been sent,

- any information with respect to significant enquiries received, and

- the replies to such enquiries without revealing their sources,

**Provided that such enquiries are received no less than one (1) calendar days prior to the bid closing date.**

All enquiries and other communications with government officials throughout the solicitation and evaluation period are to be directed **only** to the Departmental Representative named on the front cover page of this RFP document. **Non-compliance with this condition during the bid solicitation and evaluation period may be sufficient reason for bid disqualification.**

**PART III BID SELECTION PROCESS**

**11.0 Introduction**

The following describes the mandatory criteria that will be used to evaluate the bids and the method to be used to select the winning bid.

**12.0 Mandatory Requirements**

**12.1 Method of Evaluation**

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by bidders to meet any of the mandatory requirements will render the bidder’s proposal **non-responsive**. The treatment of mandatory requirements in any procurement process is absolute.

Proposers must meet **all** the mandatory requirements described below. This will be evaluated as either “**Yes**” or “**No**”. Proposals not receiving “**Yes**” for any mandatory requirement will **not** be considered further.

**12.2 Mandatory Requirements**

<b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b>			
<b>Criteria</b>	<b>Page #</b>	<b>Yes</b>	<b>No</b>
<p><b>M1.</b> Bidders, or their authorized representative(s) must attend a site visit scheduled at the Occupationa Health Unit, 51 Chardon Driveway, Tunney’s Pasture, Ottawa, ON K1A 0K9 <b>on December 9<sup>th</sup> at 10:00 am.</b></p> <p>At least (1) working days prior to the scheduled site visit, bidders are asked to notify in writing the Health Canada, Senior Procurement Contracting Officer (by email to: <a href="mailto:david.j.sullivan@hc-sc.gc.ca">david.j.sullivan@hc-sc.gc.ca</a> to confirm their attendance and to provide the name of their representative(s).</p>			
<p><b>M2.</b> The Bidder must demonstrate in their proposal they have a minimum of 5 years experience in the Construction Industry (references are required as the information may be verified).</p>			
<p><b>M3.</b> The Bidder must demonstrate in their proposal the Site Superintendent or Lead Foreman has a minimum of 5 years experience in the Construction Industry (a list of projects with references provided as the information may be verified).</p>			

<p><b>M4.</b> The Bidder or the Bidder’s proposed sub-contractor’s Site Superintendent or Lead Foreman must have provided oversight services in a minimum of :</p> <p><b>M4.1</b> Two (2) painting projects (evidence required**);  <b>M4.2</b> Two (2) carpet tiling (*see below) installation projects (evidence required**);  <b>M4.3</b> Two (2) two electrical projects (evidence required**).</p> <p>*With reference to the carpeting requirement the bidder must have completed two carpet tiling installation projects not just carpeting.</p> <p>**All these projects (M4.1, M4.2 &amp; M4.3) must be comparable in scope of work, standards and value as described in the Statement of Work of this RFP and must have been completed within the past 5 years. Two references are required (covering all three projects referenced above (more references can be provided if needed) with a description of the project, title, organization for whom work was performed, contact name(s) and phone number(s)/facsimile and e-mail address if applicable.</p>			
<p><b>M5.</b> It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a bid deposit in the form of a Bid Bond or a certified cheque made out to the Receiver General for Canada in the amount of \$5,000.00. All other requirements associated with this mandatory bid deposit are detailed in Part 1, Section 3.9 of this RFP .</p>			
<p><b>M6.</b> It is a mandatory requirement (at the tender closing date and time) that bidders submit with their tenders a letter from a Treasury Board approved acceptable bondable company for proof of being bondable in accordance with Part 1, Section 3.10 Bid Financial Security contained in this RFP.  <b>*Bidders please see Annex B, Bidder’s Proposal Checklist to be used before submitting your bid.</b></p>			

**13.0 Conditions Precedent to Contract Award**

Bidders are recommended to 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.

<p><b>Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.</b></p>			
	Page #	Yes	No

C.1 Bidders 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 RFP, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) Part 1, Section 3.8 of the RFP, and in the amount of <b>\$5,000,000.00</b> .			
C2. Bidders must provide copies of all applicable trade certifications/licenses when and if trades are governed by a certification/licensing body prior to contract award.			
C3. Bidders must provide assurance that they are in compliance with and their employees have received adequate instruction in the WHIMS regulations.			
C4. Bidders 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.			
C5. 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.			

**14.0 BASIS OF AWARDING CONTRACT**

To be declared responsive, a bid must:

- i. Comply with all the requirements of the RFP; and
- ii. Meet all mandatory evaluation and conditions precedent to contract award criteria.

Bids not meeting (i) or (ii) will be declared non-responsive.

The responsive bid with the lowest total evaluated price will be selected for award of this contract.



## 15.0 Bidder's Checklist YES

**M1:** Have you attended the site visit?

**M2:** Have you demonstrated your firm has 5 years' experience in the construction Industry

**M3:** Have you properly demonstrated that your Site Superintendent or Lead Foreman has a minimum of 5 years experience in the Construction Industry

**M4:** Have you demonstrated your Site Supervisor or Lead Foreman has over-sight services for the following:

M4.1 Two (2) painting projects (evidence required)?

M4.2 Two (2) carpet **tiling** installation projects to his/her experience/projects?   
Make sure it is for carpet tiling and not just carpeting.

M4.3 Two (2) electrical projects cross-referenced (evidence required) to his/her experience/projects?

Have they all been completed in the past 5 years?

For all of the above, have you included two references for each (can be combined) with project descriptions, titles, organizations, contact names, phone numbers and e-mails if applicable.

**M5:** Have you obtained **and enclosed** your bid bond or certified cheque made out to the Receiver General of Canada in the amount of \$5,000?   
(See details in Part I, Section 3.9 of this RFP)

**M6:** Have you obtained **and enclosed** a letter from a Treasury Board approved bonding company as proof of being bondable? (See details in Part 1, Section 3.10 of this RFP)