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**Bid Contract PackageTemplate  
CONSULTANT HMB**

Version 6.2 (20230117)

**Issued by [Management Body Name, if required]**

**Project Name: [Building Name] or [Various Names – See Schedule A]**

**Project Address: [Address] or [Various Addresses – See Schedule A]**

**ASHC Contract Reference Number: [Number]**

**Management Body Reference Number: [Number, if required or N/A]**

**Work to be Completed: [CMR Project Title]**



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1. Update the “Table of Contents” once you finish the edition.
2. Update the total number of pages under **section 6 – The Bid Documents**, in the **Bid and Contract Form**.
3. Delete/remove any area highlighted in yellow. These areas are optional or serve as reminders only.
4. Lastly, please take off the highlight colors AND delete this note.)

# Bid and Contract Form

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Important Dates and Times** | | | |
| **Date Invitation Issued** | **Site Visit Date and Time** | **Bid Closing Date and Time** | **Completion Date**  **[Month DD, YYYY]** |
| **[Month DD, YYYY]** | **[Month DD, YYYY] at**  **[Time am or pm] Alberta Time** | **[Month DD, YYYY] at**  **14:00:59 Alberta Time** |

|  |  |
| --- | --- |
| 1. **Bid Submission** | |
| Name and Address for Bid Documents: | E-mail Address: |
| **Alberta Social Housing Corporation (the “ASHC”)**  **C/O**  [MB Name], Management Body (MB) | [MB email address for receipt of bids] |

|  |  |
| --- | --- |
| 1. **Inquiries Contact** | |
| Attention: [MB Representative Name] | Email: [MB email address for inquiries] |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Contract Name and Location** | | | |
| Housing Project Name | | Municipal Address | |
| **[Building Name] OR for multiple [See Schedule “A”]** | | **[Address] OR for multiple [See Schedule “A”]** | |
| Contract Reference Number | CMR Project ID | | LINC Code |
| **[Number]** | **[ID] OR for multiple [See Schedule “A”]** | | **[Code] OR for multiple [See Schedule “A”]** |

|  |
| --- |
| 1. **Description of Work (the "Work")** |
| **[CMR Project Title].** Information for the Work is in attached Schedule “B”. |

|  |
| --- |
| 1. **The Bid Documents** |
| The entire Bid/Contract Package has **[XX]** pages in total, including the cover page, Bid and Contract Form, Schedule “A”, Schedule “B” (including any attachments identified in the Schedule “B”), Addenda (if applicable), Instruction to the Bidders and General Conditions to the Contract, Bid Submittal Checklist, and GST Exemption Letter (collectively the **“Bid/Contract Package”).** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Bid** | | | | | |
| We, the undersigned, having read the Bid/Contract Package, including all issued Addenda (if any) and examined all conditions affecting the Work, are satisfied we understand the Bid/Contract package and declare ourselves competent to undertake and complete the Work by the specified completion date and hereby bid and agree to carry out the Work in accordance with the terms and conditions of the Contract Documents, for the stipulated price in Canadian dollars, **excluding** GST**,** of:  **(Total In Words)** | | | | | |
| **DOLLARS** | | | **($ )** | | |
| **(the “Contract Price”)** | | | **Total In Figures** | | |
| **Bidder’s Legal Name ("the Consultant"):** |  | **Executed this**\_\_\_\_\_\_\_**day of**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **20**\_\_\_\_\_\_ | | | |
|  |  |
| **Bidder’s Mailing Address:** |  |  | | | |
|  |  | | | |
|  |  |  | |  | |  | | --- | |  | | **Witness Signature Witness or Seal** | |
|  | **Signature of Bidder’s Authorized Representative** | |
| **Telephone:** \_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_  **Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | |  |  |
| **Name of Person Signing Above** | |  | **Name of Witness** |

|  |
| --- |
| 1. **Bid Acceptance (ASHC OFFICE ONLY)** |
| Accepted and executed this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_.  **Alberta Social Housing Corporation** |
|  |
| Signature |
|  |
| Print Name and Title |
|  |

**Schedule A – Contract Pricing Breakdown**

NOTES:

1. POPULATE ALL REQUIRED INFORMATION BELOW AND ADD/REMOVE ANY EXTRA ROWS
2. DELETE THESE NOTES.

|  |  |  |  |
| --- | --- | --- | --- |
| **CMR Project ID** | **Housing Project Name** | **Municipal Address** | **Breakdown of Contract Price** |
|  |  |  | ***$*** |
|  |  |  | ***$*** |
|  |  |  | ***$*** |
|  |  |  | ***$*** |
|  |  |  | ***$*** |
|  |  |  | ***$*** |
| ***SUB-TOTAL*** | | | ***$*** |
| ***CASH ALLOWANCE***  *[Enter full description for Cash Allowance usage, if applicable]* | | | ***$ or Not Applicable*** |
| ***Total***  *(Enter this amount in section 7 of the Bid and Contract Form)* | | | ***$*** |

Bidder’s Full Name (the “Consultant”):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Schedule B – Description of Work

This is the Schedule “B” to the Bid and Contract Form issued by Alberta Social Housing Corporation (the “ASHC”) to describe the Work details.

1. **REQUIREMENTS:**
   1. **Examination of Site:** Attendance of the site visit is recommended for bidders on the specified date, to take such other steps as may be reasonably necessary to ascertain the size, nature and location of the Work, and the general and local conditions which may affect the Work and the cost thereof. If bidder is unable to attend site visit it is their responsibility to arrange a site visit. If the site visit is **Mandatory** such notice will be given.

**Description of Work/Specifications: [CMR Project Title]**

NOTES:

1. IF YOU HAVE ANY SEPARATE ATTACHMENTS, REFERENCE THEM HERE AND ATTACH TO BID/CONTRACT PACKAGE TO BE ONE PART OF THE SCHEDULE “B”.
2. DELETE THESE NOTES.

# Instruction to Bidders & General Conditions of Contract

1. **INSTRUCTIONS TO BIDDERS**
2. Read the Bid/Contract Package before submitting your bid.
3. **Submit the following documents with your bid:**
   1. Bid and Contract Form signed by authorized representative, and signed by a witness or with a seal
   2. Schedule “A” signed by authorized representative
4. Bid documents must be submitted to the bid submission email address as per Section 2, Bid and Contract Form, before the specified bid closing date and time (bid closing).
5. **If site is not publically accessible, it is recommended for bidders to attend a site visit** to take such other steps as may be reasonably necessary to ascertain the size, nature and location of the Work, and the general and local conditions which may affect the Work and the cost thereof. **It is the responsibility of the bidder to arrange a site visit with the Management Body (MB) if the specified day and time of the visit is missed. However, if the specified day and time of the site visit is missed, the arrangement for a site visit is at the discretion of the MB.**
6. For bid closing purposes, the official time of receipt of bids shall be as determined by the time and date of the email received, as recorded on the MB server. You are solely responsible for ensuring that your bid is received at the specified email address, before bid closing.
7. Up until bid closing you may, by written request, withdraw a previously submitted bid. After bid closing, your bid cannot be withdrawn or modified and is open to acceptance by ASHC until 35 business days after bid closing.
8. A legally binding contract will result if and when ASHC complete the Bid and Contract Form and return a copy to you within 35 business days after the bid closing.
9. **Bids shall be on a stipulated fixed price basis, which means the Contract Price is a single, pre-determined fixed price. As Contract Price is a fixed price, reimbursable costs or soft costs (i.e. printing, courier, travel costs) are to be included and form part of the stipulated fixed price.**
10. Discrepancies between words and figures will be resolved in favour of words.
11. The total of Breakdown of Contract Price and Cash Allowance in Schedule “A” will be checked by ASHC. If arithmetical errors are discovered, the total will be corrected in Schedule A by ASHC. Bidder shall be bound to such corrected total.
12. ASHC may not necessarily accept the lowest or any bid. ASHC reserve the right to reject any and all bids.
13. ASHC may extend the bid closing time by addendum.
14. For any inquiries, submit to the email address in Section 3, Bid and Contract Form.
15. Bidders may request bid results by submitting to the Inquires email address in Section 3, Bid and Contract Form.
16. ASHC is an agent of the Crown and as such is subject to the *Public Works Act*.
17. **EFFECTIVE DATE AND TERM**
    1. The effective date commences on the date written on the Bid and Contract Form [where ASHC signs and dates] and is the date this Contract comes into effect.
    2. The term of this Contract is from the “Effective Date” to twelve (12) months after the “Completion Date” of Contractor’s Work, unless extended in writing by ASHC or earlier termination in accordance with the terms of this Contract.
18. **SUFFICIENCY OF BID**
19. The submission of a bid shall constitute an incontrovertible representation by the Bidder that:
20. the Bidder has complied with all bidding requirements,
21. the Bidder is qualified and experienced to perform the Work in accordance with the Bid Documents,
22. the bid is based upon performing the Work in accordance with the Bid Documents, without exception,
23. the price or prices stated in the bid cover all the Bidder's obligations under the Contract and all matters and things necessary for the performance of the Work in accordance with the Bid Documents,
24. the Bidder is an **active registered entity** pursuant to *Business Corporations Act* (Alberta), and
25. the Bidder is registered and in good standing with the Workers’ Compensation Board – Alberta (WCB- Alberta).
26. During the bid evaluation stage, ASHC will verify the good standing status of the Bidders with WCB – Alberta and the Bidder not having good standing status with WCB – Alberta may be disqualified.

1. **BID PRICE MODIFICATION**
2. Bids submitted in accordance with these Instructions may be modified providing the modification is received at the email address indicated in this package prior to the bid closing date and time.
3. Modifications to bids will be accepted in the following forms only:
4. a letter signed by the same authorized representative who signed the Bid and Contract Form.
5. any bid modifications must be submitted by email (Section 2, Bid and Contract Form) prior to bid closing date and time. No other means of delivery for Bid Modifications will be accepted nor acknowledged. You are solely responsible for ensuring that your bid modification is received at the specified email address before bid closing.
6. Where a modification is directing a change in a tendered amount, the modification shall not reveal the original amount nor the revised amount. Only the amount to be added to or deducted from the original tender amount shall be stated.
7. When submitting two or more modifications related to a single bid amount, ensure that there is no ambiguity as to the intended bid price. The written modification shall clearly indicate whether:
8. the bid amount first submitted is being modified and any previous modifications are to be disregarded, or
9. a revised bid amount derived from a previous modification is being modified.
10. ASHC will assume no responsibility or liability for the content of modifications, or for modifications that are, for any reason, delayed, illegible, unclear as to intent, ambiguous, contrary to these instructions, or otherwise improperly received. ASHC may disregard improperly received modifications.
11. **ASHC REPRESENTATIVE**
12. For the purpose of administering this contract, ASHC shall appoint a MB representative who shall, unless the consultant is expressly advised otherwise by a duly authorized officer of the ASHC, have full authority to administer the Work under the Contract on behalf of ASHC, with the exception of signing the Contract and approving any change order/amendments, which must be approved by ASHC’s signing authority.
13. **CONTRACT DOCUMENTS**
14. The Contract Documents consists of a Letter of Intent (if applicable); a bid acceptance notification of Consultant's bid; an executed Bid and Contract Form; Instructions to Bidders and General Conditions of Contract; Contract Pricing Breakdown - Schedule “A”; Description of Work – Schedule “B”, which have application during performance of the Work; any addenda, other documents, or parts thereof, contained in this Bid and Contract Package; and such other documents as may be identified as Contract Documents, and including amendments thereto made in accordance with provisions of the Contract.
15. The Contract Documents are complementary, and what is required by any one shall be as binding as if required by all.
16. ASHC, in the first instance, shall decide on questions arising under the Contract Documents, interpret requirements therein, and judge performance in accordance therewith.
17. **ASSIGNMENT**
18. Consultant shall not assign the Contract, in whole or in part, nor shall it sublet the Contract as a whole, without previous written consent of ASHC, which consent shall be at ASHC sole discretion.
19. **TERMINATION**
20. ASHC may, by giving a written notice of termination to Consultant, terminate the Contract at any time.
21. **NON-PERFORMANCE**
    1. ASHC, at its sole and unfettered discretion, may reject without further consideration any Bid where the Consultant:
       1. has a contract with ASHC which in the sole opinion of ASHC has had a contract terminated by ASHC for non-performance or had a bid bond enforced, or had all or part of a performance bond enforced; or
       2. is engaged in a substantially unresolved dispute or is in litigation with ASHC or has a claim or judgment arising from litigation.
22. **SUBCONTRACTS**
23. ASHC will recognize the Consultant only. Nothing contained in the Contract Documents shall create any contractual relationship between any Subconsultant and ASHC.
24. Consultant agrees to bind every Subconsultant by the terms of the Contract Documents, as far as applicable to the Work of the subcontract.
25. **GST EXCLUDED**
26. Contract Price shall exclude federal Goods and Services Tax. Note: As ASHC is an Agent of the Crown, ASHC is not subject to GST (see attached the GST Exemption Letter).
27. **HOLD HARMLESS AGREEMENT**
28. The Consultant agrees to indemnify and hold harmless ASHC, its employees and agents against and from any and all third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) to the extent arising from:
29. the Consultant's breach of this Contract, or
30. the negligence, other tortious act or wilful misconduct of the Consultant, or those for whom the Consultant is legally responsible, in relation to the performance of its obligations under this Contract.
31. The Consultant shall indemnify and hold harmless ASHC against and from any loss or damage to the real or personal property of ASHC to the extent arising from the Consultant’s breach of this Contract or from the negligence, other tortious act or wilful misconduct of the Consultant, or those for whom it is legally responsible.
32. This hold harmless provision shall survive the Contract.
33. **INSURANCE**
34. Without limiting its liabilities under the Contract, Consultant shall provide, maintain and pay for the following minimum insurance coverages, in forms acceptable to ASHC:
35. General Liability Insurance (must include Errors and Omissions Insurance) with limits of not less than Select $2,000,000 for less than $75,000 project budget OR $5,000,000 if project budget over $75,000 inclusive per occurrence, against bodily injury, personal injury, and property damage, and including following endorsements: owner's and Consultant's protective; blanket written contractual; non-owned auto; and broad form property damage.
36. the Consultant shall maintain automobile liability insurance on all vehicles owned, operated or licensed in the name of the Consultant and used in carrying out the obligations under this Contract in an amount not less than $2,000,000.
37. Consultants shall submit a copy of its insurance certificate to ASHC within 15 days after date of bid acceptance notification. The insurance certificate must cover the period from the execution date of the Contract to the date of total acceptance of the Contractor’s Work by ASHC. If the insurance certificate expires prior to the date of final acceptance of the Work, Consultants shall submit the renewed insurance certificate in a timely manner to ASHC.
38. The Consultant shall ensure that all its subconsultants obtain and maintain general liability insurance sufficient to meet the requirements in clause 13 as applicable.
39. **CASH ALLOWANCES**
40. For materials or Work that is known to definitely be required, but which cannot be specified with adequate detail to permit accurate pricing by the Consultant at the time of the bid call. Such materials or Work are describable in general terms and their cost can be estimated. This estimated cost is the specified amount of the cash allowance. When more information subsequently becomes available to permit the materials or Work to be more accurately priced, ASHC approves expenditure of the cash allowance amount. A cash allowance *excludes* any amounts for the Consultant's overhead and profit on the cash allowance item, which the Consultant is required to carry separately in the Contract Price.
41. Include specified cash allowances, and all costs associated with each cash allowance, in the Contract Price. Ensure that each allowance and its associated costs are included only once in the Contract Price.
42. **REGULATORY REQUIREMENTS**
43. Consultant shall comply with all laws, ordinances, rules, regulations, orders, codes and other legally enforceable requirements applicable to the performance of the Contract.
44. Consultant shall apply and pay for necessary permits or licenses required for execution of Work, except obtaining permanent easements or rights of servitude. As the Contract Price is a stipulated price, ASHC is not responsible for the reimbursement of any costs for the permits or licenses, etc.
45. Consultant shall comply with the *Occupational Health and Safety Act* (Alberta) and regulations issued pursuant thereto.
46. When the *Workers’ Compensation Act* (Alberta), as amended from time to time, applies, and upon request from the ASHC, deliver to ASHC a certificate from the Workers’ Compensation Board showing that the Consultant is registered and in good standing with the Board.
47. **CONTRACT TIME**
48. Time and all time limits stated in the Contract Documents are of the essence of the Contract. Consultant shall perform Work expeditiously and with adequate forces to complete Work of the Contract within the time specified in the Contract.
49. **CHANGES IN THE WORK**
50. ASHC may order changes in the Work by means of a written change order, subject to an agreement between ASHC and the Consultant on an adjustment to contract price or time, if any. Consultant shall not proceed with any change in the Work without a written approval of the change order.
51. ASHC’s Representative will instruct the Consultant on how to follow ASHC’s change order/amendment processes and complete proper documents to obtain approval from ASHC’s signing authority.
52. **VALUATION OF CHANGES ON STIPULATED PRICE WORK**
53. The value of a change, and the change in Contract Price and Contract Time, shall be as agreed upon in writing, before the ASHC orders the Consultant to proceed with the change in the Work.
54. Alternatively, if the ASHC orders the Consultant, in writing, to proceed with a change in the Work before there is an agreement on the value of the change, the value of the change shall be based on the Consultant's actual costs and savings attributable to the change. If a change results in a net increase in the Consultant's costs, the Contract Price shall be increased by the amount of the net increase in costs, plus an allowance for overhead and profit.
55. If a change results in a decrease in cost, amount of credit to be given to ASHC shall be amount of actual decrease, without overhead and profit
56. If a change involves both extras and credits and results in an increase in cost, overhead and profit shall be allowed on increase only.
57. **VALUATION OF CHANGES ON UNIT PRICE WORK**
58. On unit price Work, a change shall mean Work authorized by ASHC in writing which is not required by the Contract Documents and which cannot be classified as coming under any of the contract units and for which no unit price, lump sum or other basis of payment has been agreed to.
59. Changes shall be performed on the basis of unit prices agreed to by both ASHC and Consultant, or if such agreement cannot be reached, or if deemed more appropriate by both parties, on the basis of actual costs, plus a percentage for overhead and profit.
60. **PAYMENT**
61. ***All Payment requests must have* Contract** ***Reference number, Project Title and Project Address for payment.***
62. ***ASHC shall make one lump sum payment, with no holdback, provided that:***
    1. Work has been completed, deficiencies have been corrected, and Work has been accepted by ASHC,
    2. Consultant has submitted one invoice the total amount of which equals the Contract Price,
    3. Consultant has submitted a letter of clearance from the Workers' Compensation Board,
    4. any third party claims received by ASHC have been resolved, or addressed and a course of action agreed to.
63. ***Alternatively, if Contract Time exceeds one month, invoices may, at Consultant's option, be submitted monthly, subject to the following conditions:***
    1. amount invoiced shall be for value of Work performed at that date.
    2. amount payable by ASHC shall be amount invoiced, adjusted by ASHC if necessary*.*
64. ***All invoices shall exclude GST.***
65. *Certificate of Insurance:* Insurance policy should cover the period from the sign off date of the Contract to the date of final acceptance of the Work.
66. ASHC shall pay the Consultant within 30 days of receipt of an invoice provided all requirements have been met.
67. **CLAIMS**
68. If the Consultant intends to claim any additional payment, the Consultant shall give notice of its intention to ASHC as soon as possible and not later than 7 business days after the event giving rise to the claim first arises or the Consultant first becomes aware of such event.
69. The parties shall make bona fide efforts to resolve a claim as soon as possible after receipt thereof. When ASHC issues a final written position on the claim, or fails to do so within a reasonable period of time, and the claim is not resolved to the satisfaction of both parties, the claim shall be considered a dispute and shall be settled in accordance with article 22.
70. **DISPUTES**
    1. The following expressions have the following meanings:

**“Dispute”** means any disagreement, failure to agree or other dispute in respect of the application or interpretation of any provision of the Agreement.

**“Dispute Notice”** means a notice from one party to the other party providing details of a Dispute and invoking the Dispute Resolution Procedure in respect of that Dispute.

2) Any dispute will be resolved in accordance with the Dispute Resolution Procedure set out herein, which procedure shall be followed in the order set out below:

1. the Dispute Resolution Procedure shall be started by delivery of a Dispute Notice by one party to the other;
2. the parties shall attempt to resolve the Dispute by a Settlement Meeting under 22.3;
3. if the Settlement Meeting does not result in resolution of the Dispute, either party may refer the Dispute to a court.

Within 21 days of a party becoming aware of the basis for a potential Dispute, such party shall give the other party notice of the basis for a potential Dispute. Failure by such party to provide such notice in such manner shall not thereafter disqualify such party from providing a Dispute Notice, but the other party may in that event assert a claim for damages arising from such failure.

3) Settlement Meeting

I. In the event of a Dispute, which is not resolved in the normal course of business, either party may deliver a Dispute Notice to the other party. Within 30 days from the delivery of the Dispute Notice, officials designated by the ASHC and the Consultant will meet at a mutually acceptable time and place to attempt to resolve the Dispute (a **“Settlement Meeting”**). The parties through their representatives will make all reasonable efforts to resolve the Dispute. All negotiations held pursuant to 22.3 are to be held on a without prejudice basis and will not be used by either party as evidence at any other proceeding.

4) Court

I. If any Dispute is not resolved by agreement between the parties, after a Settlement Meeting either party may refer the Dispute to Court.

1. **RIGHT OF REVIEW**
2. The consultant will permit ASHC, or anyone acting on ASHC’s behalf, to review, inspects and critiques the Consultant’s performance of the Work. ASHC may, at the completion of the Work, evaluate the Consultant’s performance of the Work. The results of the performance evaluation will be reviewed with the Consultant.
3. **Conflict of Interest**
4. The Consultant and the Consultant’s employees shall not accept any commission, discount, allowance, indirect payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to the Contract that causes, or would appear to cause, a conflict of interest.
5. The Consultant and the Consultant’s employees shall have not financial interest in the business of any third part that causes, or would appear to cause, a conflict of interest in the connection with the performance of their duties related to the Contract, should such an interest be acquired during the term of the Contract, the Consultant shall promptly declare it to ASHC.
6. **Records to be Kept**
7. The Consultant shall for a period of at least seven (7) years from the date of the Final Certificate of Completion, maintain and keep full records, vouchers, other writing and information in respect of his estimates and actual cost of the Work, and, shall make available a copy, audit or inspection by any as being required to be maintained by ASHC. The records stipulated in this contract as being required to maintain by the Consultant may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act*. Should ASHC receive a request for any of these records, at the Consultants’ expense, to the FOIP representative and ASHC within 15 of business days from official notification by ASHC’s FOIP representative.
8. **Pre-Bid Meeting**
9. A **mandatory (delete ‘mandatory’ if meeting is NOT mandatory)** pre-bid meeting will be held on [**day of week], [Month DD, YYYY] at [Time am or pm] Alberta Time at [Building Name], [address], [city/town], Alberta.**
10. Purpose is to :
11. provide bidders an opportunity to familiarize themselves with the Work
12. provide bidders an opportunity to familiarize themselves with the existing conditions
13. ASHC’s representative(s) will be present.
14. All prime consultant Bidders and their major subconsultants are strongly advised to attend. Others are invited to attend.
15. No information provided by ASHC or any of its representatives at the pre-bid meeting shall be binding, unless such information is included in an Addendum.
16. All inquiries shall be emailed to the Inquires Contact email address in Section 3, Bid and Contract Form. Responses will be issued in an Addendum.
17. **STATEMENT ON PROHIBITIONS RELATED TO RUSSIAN AGGRESSION IN THE UKRAINE**
    1. Sanctions related to the Russian invasion of Ukraine have been imposed by the Government of Canada under the [*Special Economic Measures Act*](https://laws-lois.justice.gc.ca/eng/acts/S-14.5/index.html). The Government of Canada has stated that the sanctions have been imposed “in order to respond to the gravity of Russia’s violation of the sovereignty and territorial integrity of Ukraine, and grave human rights violations that have been committed in Russia.”
    2. The Special Economic Measures Regulations applicable to Russia, Belarus and Ukraine under the *Special Economic Measures Act* impose an asset freeze and dealings prohibition on designated persons listed in Schedule 1 of the Regulations, which include both individuals and entities.
    3. Consistent with the Regulations, ASHC reserves the right to limit or prohibit Proposals from the designated persons and entities listed in Schedule 1 of the [Special Economic Measures (Russia) Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2014-58/FullText.html), the [Special Economic Measures (Belarus) Regulations](https://laws.justice.gc.ca/eng/regulations/SOR-2020-214/FullText.html), and the [Special Economic Measures (Ukraine) Regulations](https://laws-lois.justice.gc.ca/eng/regulations/sor-2014-60/FullText.html), as amended from time to time, or from entities that could benefit such individual or entities, directly or indirectly, if they were to enter a Contract with ASHC.
    4. Questions about these prohibitions can be directed to the email address in Section 3, Bid and Contract Form.

**Bid Submittal Checklist**

Bid Submittal Checklist Instructions:

* + - * 1. It is the Bidders responsibility that all information requested is submitted with their bids. Alberta Social Housing Corporation is under no obligation to solicit information not provided by the Bidders.
        2. **Bids not accompanied with all information requested may be considered non-compliant and rejected.**
        3. Provide copies of the following documents:

**[NOTE: Do not modify the template below. If items are not applicable, enter “Not Applicable”. Delete this note]**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Submitted with Bid** |
| 1. | Bid and Contract Form signed by authorized representative, and signed by a witness or with a seal (**Mandatory**) |  |
| 2. | Schedule A signed by authorized representative (**Mandatory**) |  |
| 3. | Draft schedule [weeks] from date of contract award |  |
| 4. | Certificate of Insurance as outlines in Section 13 of the Instruction to Bidders and General Conditions of Contract | Submit within 15 days of the bid acceptance notification |

# GST Exemption Letter

