

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions**
Travaux publics et Services gouvernementaux
Canada
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Hoist & Dock Levelling Devices	
Solicitation No. - N° de l'invitation W0118-12S031/A	Date 2012-03-29
Client Reference No. - N° de référence du client W0118-12S031	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-205-7988	
File No. - N° de dossier WPG-1-34472 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-16	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beaudette, Monique	Buyer Id - Id de l'acheteur wpg205
Telephone No. - N° de téléphone (204) 983-6676 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE "SEE HEREIN"	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

Client Ref. No. - N° de réf. du client

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Vehicle Hoists & Levelling Devices Repairs

PART 1 - GENERAL INFORMATION

1.0 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Insurance Requirements;

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements, Form PWGSC-TPSGC 626 Task Authorization, and the Task Authorization Usage Form.

2.0 Summary

For the supply of all labour, materials, tools, equipment, transportation and supervision necessary for the routine inspection and servicing of vehicle hoists and levelling devices for the Department of National Defence, Canadian Forces Base (CFB) Shilo, Manitoba. The period of the Contract is from 01 May 2012 to 30 April 2013 inclusive, with Canada retaining an irrevocable option to extend the Contract for two (2) additional one (1) year periods.

The requirement is limited to Canadian goods and/or services.

3.0 Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1.0 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.0 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3.0 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form

that can be distributed to all bidders may not be answered by Canada.

4.0 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5.0 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1.0 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES

1.0 Evaluation Procedures

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

1.1 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2.0 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1.0 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the

Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason

other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

- (a) ☐ The Bidder or the member of the joint venture
- (b) ☐ is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (c) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (d) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (e) ☐ has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner. "pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES [☐] NO [☐]

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES [☐] NO [☐]

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

1.3.1 SACC Manual Clause A3050T (2010-01-11), Canadian Content Definition

PART 6 - INSURANCE REQUIREMENTS

1.0 Insurance Requirements

The Bidder must provide a letter 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 bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive

PART 7 - RESULTING CONTRACT CLAUSES

1.0 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ TBD , Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.1.4 Periodic Usage Reports - Contracts with Task Authorization

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in **Annex "E"**. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.
The quarterly periods are defined as follows:

1st quarter: May 1 to July 31;
2nd quarter: August 1 to October 31;
3rd quarter: November 1 to January 31; and
4th quarter: February 1 to April 30.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

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For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized TAs.

1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2.0 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3.0 Term of Contract

3.1 Period of the Contract

The period of the Contract is from 01 May 2012 to 30 April 2013 inclusive.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least three (3) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.0 Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Monique Beaudette
Supply Officer
Public Works and Government Services Canada
Western Region

Acquisitions Section
Suite 100-167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-6676 Facsimile: (204) 983-7796
E-mail address: *monique.beaudette@pwgsc-tpsgc.gc.ca*

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

4.2 Project Authority

The Project Authority for the Contract is: TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

4.3 Contractor's Representative

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.0 Payment

5.1.1 Basis of Payment - Firm Price

For the Work described in the Statement of Work in Annex A and relating to Scheduled Services in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

5.1.1.1 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

5.1.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA. Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

5.1.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.2 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
 C0710C (2007-11-30), Time and Contract Price Verification
 C0504C (2010-01-11), Overtime
 C0711C (2008-05-12), Time Verification

6.0 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

7.0 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.0 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

9.0 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-03-02) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____.

10.0 Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

11.0 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. 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.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12.0 SACC Manual Clauses

A9062C Canadian Forces Site Regulations

2011-05-16

STATEMENT OF WORK**Annex A****1 DESCRIPTION OF WORK**

- .1 Work under this Contract covers the furnishing of all labour, materials, equipment and supervision and transportation required for the routine inspection and servicing of vehicle hoists and levelling devices located at Canadian Forces Base Shilo, Manitoba with additional repair services on an as and when requested basis.
- .2 Work included, but is not necessarily confined to the following:
 - .1 Inspection and servicing of hoists and levelling devices, when requested by Engineer.
 - .2 Submission of written Inspection Reports.
 - .3 Repairs as requested by the Engineer.
 - .4 New installations on approval of Engineer.
- .3 Work excluded:
 - .1 Major overhaul without written authorization from the Engineer.
 - .2 Electrical wiring up to motors.

2 CODES

- .1 Perform work in accordance with National Building Code of Canada 2010, National Electrical Code (latest edition), National Fire Code of Canada 2010 and any other code of provincial or local application. In any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Meet or exceed requirements of:
 - .1 Contract documents, specifications or scopes of work.
 - .2 specified standards, codes and referenced documents.

3 DEFINITIONS

- .1 Reference to Engineer or Contract Inspector, also referred to by the Project Authority, shall be construed as that person responsible for overlooking the contract's inspection and progress.
- .2 This person shall be designated at the time of contract award or pre-startup meeting prior to work commencing.

4 DOCUMENTS REQUIRED

- .1 Maintain at job site, as required, one of each of the following:
 - .1 Contract drawings.
 - .2 Specifications or scopes of work.
 - .3 Other modifications to Contract.
 - .4 Manufacturers' installation and application instructions.

5 WORK SCHEDULE

- .1 Engineer shall provide work schedule through to Contract completion date.
- .2 Interim reviews of work progress based on work schedule will be conducted and schedule updated by Contractor in conjunction with and to approval of Engineer.

6 CONTRACTOR'S USE OF SITE

- .1 Use of site shall be as directed by the Engineer.

7 CUTTING AND PATCHING

- .1 Cut and patch as required to, make work fit.
- .2 Make cuts with clean, true, smooth edges.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
- .4 Consult with Engineer prior to before cutting, boring or sleeving load-bearing members.

8 EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic.
- .2 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

9 INTERFERENCE

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution or work.

AND SECURITY

- .2 Where security has been reduced by work of contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by others and when requested by the Engineer.

**10 ASBESTOS
DISCOVERY**

- .1 Demolition of asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of demolition work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

**11 ADDITIONAL
DRAWINGS**

- .1 Engineer may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.

**12 SEMI-ANNUAL
INSPECTIONS AND
SERVICING**

- .1 The Contractor shall provide Maintenance Inspections and Servicing at intervals as stated in Annex "A". Inspection of additional installations may be required on requisition.
- .2 Where work results from the inspection or through a service request that cannot be carried out at the site; the Contractor shall report same by phone from the site or in person to the engineer so that appropriate action can be arranged.
- .3 Where it is apparent that the total labor and material cost of repair will exceed 60% of a component's replacement value, it shall be replaced with new.
- .4 Replacement with new components or complete installation shall not be performed without the written approval of the Engineer.
- .5 All new work shall be in accordance with drawings provided the Engineer. No new work shall commence until the Engineer has approved the Contractor's quotation.
- .6 The Contractor shall not make any changes in the design and installation of equipment without the prior authority of the Engineer.

13 JOURNEYPerson QUALIFICATION

- .7 All manufactured articles, materials and equipment shall be applied, installed, connected, erected, used, cleaned and/or conditioned as specified by the manufacturer, unless otherwise by the Engineer in writing.
- .8 All inspections shall be made using an appropriate detailed check list, refer to Appendix B. This check list shall be submitted to the Engineer for authorization with the invoice covering the inspection work and an estimate cost per item prior to implementation of the repair.
- .1 The ratio of journeyperson to apprentices for any given trade on site shall be as stipulated by the minimum requirements set forth by the province of Manitoba's Apprenticeships Branch.
- .2 Upon request by Engineer, Contractor shall submit proof of qualified tradespersons working on site.
- .3 The Contractor must be able to identify the proper ratio of journeyperson to apprentices at any given time on site.
- .4 Failure to comply with this set standard will result in rejection of the work and required rework or recertification of already completed built works to be at the Contractor's expense.

14 ON SITE SUPERVISION

- .1 The Contractor shall provide, at the job site, a full-time, experienced, and licensed supervisor, capable of and having authority to speak on their behalf on day-to-day matters.

15 HOURS OF BUSINESS

- .1 The Contractor shall comply with the hours of work in effect at the site during the period of this Contract. Normal hours of work are weekdays between 7:30 AM – 4:00 PM.
- .2 Any deviations from these stipulated hours of work shall be approved by the Engineer.

16 PROCEDURES

- .1 The Contractor shall report to the Engineer prior to the starting of work.

17 PAYMENTS

- .2 The Contractor shall bring his copy of the requisition 626 with him or in the event of a telephone call-out, obtain same from the CE Contractor Inspector.
- .3 The Contractor shall submit a completed requisition 626 and an itemized slip for such completed work as applicable.
- .1 Invoices shall be submitted for each unit of work or Task Authorization as applicable.
- .2 Invoices shall include:
 - .1 Contractor's requisition number.
 - .2 Work order number, and (consecutively numbered).
 - .3 Work completed date.
 - .4 Breakdown of Labor, material and mark-up for each trade.

18 SERVICE CALLS

- .1 The Contractor shall provide service during regular working hours when requested by the Engineer on an 8 hour/day, 5 day/week basis.
- .2 The Contractor shall provide emergency service when requested by the Engineer outside regular working hours, including nights, Saturdays, Sundays and statutory Holidays.
- .3 The Contractor shall advise the engineer of the telephone number at which he or his representative may be contracted at any time.
- .4 The Contractor shall not refuse any call of service requested and shall commence work not later than 4 hours for emergencies and 24 hours for non-emergencies after receiving call from the Engineer.

19 REMOVAL OF MATERIAL AND EQUIPMENT

- .1 The Contractor shall not remove any salvageable materials or hardware from the job site without written permission from the Engineer.

20 COMMENCING WORK

- .1 The Contractor shall not commence work without first obtaining the approval of the Engineer.
- .2 The Contractor shall be responsible for giving ample notification to the occupant of his intent to begin work.

21 INSPECTION

- .3 Movement around the site and the immediate area of work shall be subject to restrictions as laid down by the location and as specified by the Engineer.
- .1 The Engineer shall be given ample notice and opportunity to inspect each completed phase of work. Work shall not proceed until the proceeding phase has been approved.

22 SMOKING POLICY

- .1 There shall be **NO SMOKING** within Base Buildings or within Petroleum oil and Lubricants (POL) compound at any time.

23 GUARANTEE

- .1 The Contractor shall guarantee both labor and materials for a minimum of 1(one) year. Materials shall be guaranteed as specified by the manufacturer with a minimum of 1(one) year.

24 CONSTRUCTION SAFETY MEASURES

- .1 Observe construction safety measures of National Building Code 1995 Part 8, Manitoba Labor's Workplace Safety and Health, Worker's/Workmen's Compensation Board and in any case of conflict or discrepancy, the more stringent requirement shall apply.

25 POWER AND WATER SUPPLY

- .1 DND can provide, free of charge, temporary electric power and water.

26 FIRE SAFETY REQUIREMENTS

- .1 Engineer will coordinate arrangements for the Contractor to be briefed on Fire Safety and Base Fire Orders at their pre-work conference by Fire Chief before any work is commenced.
- .2 The Contractor is to be informed at the briefing that the Fire Chief will conduct periodic inspection of the work site to ensure fire safety guidelines are met and that Fire Department emergency planning is completed.
- .3 The Contractor shall designate an on-site representative who shall be responsible for correcting all violations immediately.
- .4 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

-
- .5 Report immediately all fire incidents to the Fire Department as follows:
- .1 activate nearest fire alarm box; or
 - .2 telephone:
 - .1 Private Marital Quarters (**PMQ**) Area 911
 - .2 **Base Area** 911
- .6 Persons activating fire alarm box will remain at the box to direct fire department to scene of fire.
- .7 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- .8 Fire protection and alarm systems will not be:
- .1 obstructed;
 - .2 shut-off; and
 - .3 left inactive at the end of a working day or shift without authorization for the Fire Chief.
- .9 Portable extinguishers shall be installed and maintained for the duration of the work if deemed necessary by the Engineer or Fire Department in conformance with Part 6 of the National Fire Code of Canada.
- .10 In addition to the requirements stated above, portable extinguishers shall be provided adjacent to:
- .1 cutting or welding operations;
 - .2 areas where combustibles are stored;
 - .3 any internal combustion engines;
 - .4 areas where flammable liquids or gases are stored or handled;
 - .5 temporary oil or gas fires equipment; and
 - .6 bitumen heating equipment.
- .11 The minimum rating for extinguishers in Sentences (1) and (2) shall be:
- .1 2-A:10-BC on movable equipment,
 - .2 4-a:40-BC in all other locations.
- .12 Removal:
- .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.

-
- .13 Storage:
- .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oil rags and materials subject to spontaneous combustion in an approved receptacles and remove as required.
- .14 The handling, storage and use of flammable and combustible liquids are to be governed by the current National fire Code of Canada.
- .15 Transfer of flammable and combustible liquids is prohibited within buildings.
- .16 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or an type of heat producing devices.
- .17 Flammable liquids having a flash point below 38 degrees C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .18 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.
- .19 Work entailing the use of toxic or hazardous materials and/or chemicals otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.
- .20 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or the use of blow torches and salamanders, in buildings or facilities.
- .21 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.
- .22 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

- .23 Site inspection by Fire Chief will be coordinated through Engineer.
- .24 Allow Fire Chief unrestricted access to work site.
- .25 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
- .26 Immediately remedies all unsafe fire situations observed by the Fire Chief.
- .27 Prior to providing temporary heating to an enclosure the proposed installation will be inspected by the fire department to ensure that it complies with applicable codes and local requirements.
- .28 A fire watch, either 24 hour or periodic may be required and will be at the discretion of the Fire Department or Engineer.

27 SHOP DRAWINGS

- .1 Shop drawings: original drawings or modified standard drawings provided by Contractor, to illustrate details of portions of work, which are specific to project requirements.
- .2 Maximum sheet size: 707 X 1000 mm.
- .3 Cross-reference shop drawing information to applicable portions of contract documents.

28 PRODUCT DATA AND SAMPLES

- .1 Product Data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.

29 RECORD DRAWINGS

- .1 Provide the Engineer with one set of as-built record drawings on which clearly mark, as the job progresses, all changes and deviations from the original scope of work and or drawings. Show on the Contract Drawings so that on completion of the job, the exact "as-built" location will be recorded.
- .2 Deviations and changes shall be marked with "red" ink.

30 OPERATIONS AND MAINTENANCE MANUAL

- .1 Maintenance data: an organized compilation of maintenance data including detailed technical information, documents and records, and manufacturer's specifications describing maintenance of individual products.
- .2 Submit 3 copies in English.
- .3 Information shall contain:
 - .1 Cover sheet containing:
 - .1 Date Submitted.
 - .2 Project title, location and requisition number.
 - .3 Names and addresses of Contractor, and all Sub-Contractors.
 - .2 Table of Contents.
 - .3 List of maintenance materials.
 - .4 List of special tools.
 - .5 List of spare parts.
 - .6 Warranties, guarantees.
 - .7 Copies of approvals and certificates.
 - .8 Provide data as specified in individual sections of Division 15:
 - .1 List of equipment including service depot.
 - .2 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .3 Parts List.
 - .4 Installation details.
 - .5 Operating instructions.
 - .6 Maintenance instructions for equipment.
 - .7 Maintenance instructions for finishes.
 - .9 Shop drawings:
 - .1 Bind separately one complete set of reviewed final shop drawings and product data.

31 ACCEPTABILITY OF MATERIALS

- .1 The acceptance of materials other than those specified shall be determined by the Base Engineering Officer.
- .2 Request for acceptance of non-specified materials shall be submitted in writing to:

Base Engineering Officer
CFB Shilo

P O Box 5000, Station Main
Shilo, Mb R0K 2A0

information to .3 Request must be supported with sufficient product
enable the Engineer to make an assessment.

32 CLEAN-UP

- .1 On completion of work, the Contractor shall remove all surplus materials, plant, tools, equipment and waste materials from site.
- .2 Remove paint splashes, dust, dirt, stains, labels, fingerprints and other foreign materials from finished surfaces including glass and other polished surfaces affected by work.
- .3 All cleaning shall be done to the complete satisfaction of the Engineer.

INSPECTION AND SERVICING OF VEHICLE HOISTS AND LEVELLING DEVICES

PART 1 - GENERAL

1.1 REFERENCES

- .1 CAN/CSA-B44-2010 Safety Code for Elevators.
- .2 CAN/CSA-Z256-M87 (2006) Safety Code for Material Hoists.
- .3 CSA C22.1-09 Canadian Electrical Code.
- .4 CSA C22.2 No. 33-M1984 (R2004) Construction and Test of Electric Hoists.

PART 2 - PRODUCTS

2.1 GENERAL

- .1 All repair materials and parts shall be as specified by the manufacturer of the equipment.
- .2 If, in an emergency, the contractor installs parts other than those specified by the manufacturer, he shall replace such parts with manufacturer's specified parts before claiming payment. No claim shall be made for parts other than those specified by the manufacturer.

PART 3 - EXECUTION

3.1 GENERAL

- .1 Do work in accordance to CAN/CSA-B44-M90, CSA B167-1964, CSA C22.2 No. 33-M1984, CAN/CSA-Z256-M87 and manufacturer's specification and any other code of federal or provincial application provided that in any case of conflict or discrepancy, the more stringent requirement.

3.2 MANUFACTURER'S DIRECTIONS

- .1 All manufactured articles, materials and equipment shall be installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer.

3.3 OPERATIONS AND MAINTENANCE MANUAL

- .1 Submit Operations and Maintenance Manuals for all new and replaced items to the Engineer at the time of final inspection of work in accordance with section 01001 - General Instructions, Paragraph - 34 - Operation and Maintenance Manual.

3.4 INSPECTIONS, SEMI-ANNUAL INSPECTIONS AND SERVICING

- .1 The Contractor shall provide, when requested by Engineer, inspections and servicing of units as listed on Appendix "A" in accordance with section 01001 - General Instructions, paragraph 13. New work may be added as directed by the Engineer.
- .2 The building Facility Manager shall accompany the Contractor on all inspections.
- .3 The Contractor shall submit results of all inspections to the Engineer within 3 weeks of inspection.
- .4 The Contractor shall use Appendix "B" Inspection Checklist sheet for all inspections.
- .5 All repairs resulting from inspections are to be immediately brought to the attention of the Engineer and work performed under his direction.
- .6 All inspection, maintenance and repair work is to be done in accordance with manufacturer's recommendations

Appendix A

Equipment Location and Type

Location	Qty	Type	Make	Model
G-4 Parade square	1	Dock leveller –Mechanical	SERCO	W10700M
G -400	4	2 Post Hoist 7.5 ton	American Lift	A-15 KT
G- 400	1	Ramp Hoist 5 tonne	Bradbury T.I	769
G- 400	6	Portable Lift 8.5 Ton	Challenger	MVL7
L -33	1	Dock Leveller Hydraulic	Action Scissor	T1 –5/4
L -105	1	Dock Leveller Hydraulic	Blue Giant	A686 FH
M-101	1	Ramp Hoist	Stenhoj A/S	DS4-8T
P -101	2	Dock Levellers Hydraulic	Wayne	15,000 lbs
P -101	1	Dock Levellers Hydraulic	Pentalift	DH6825EX
Q-2	1	Dock Leveller Mechanical		
C -101	3	Dock Leveller Hydraulic	SERCO	A608M
C -103	2	Dock Leveller Mechanical	SERCO	W8251B
C -103	2	Dock Leveller Mechanical	Atlantic Kelly	CM638
C -105	3	Dock Leveller	Blue Giant	AH220-1FHAR
C- 106	1	Dock Leveller	Blue Giant	AH200-1FHAR
G -400	1	Dock Leveller	SERCO	WM

P -101	1	Dock Leveller	Blue Giant	Dan Foss
C -105	1	4 Post 60,000 lb Hoist	Challenger	24060
C -105	1	2 Post 26,000 lb Hoist	Mohawk	DYNA-T400
G -400	1	4 Post Lift	Hunter	L421 -14K
M -127	1	Hydraulic Hoist 9,000 lbs	Rotary	SP09
N -132	1	Electric/ Hydraulic Scissor	Blue Giant	
N -133	1	2 Post Hoist	Mohawk	System 1A

The Engineer shall notify the Contractor of any additions or deletions from this list.

Appendix B

Inspection Check List

For Hoists and Levelling Devices

TESTING	GOOD	FAIR	REQUIRES WORK
.1 Without load			
.2 Running test			
.3 Load capacity test			
.4 Brake test			

EQUIPMENT TO BE INSPECTED	CONDITIONS		
MECHANICAL	GOOD	FAIR	REQUIRES WORK
.1 Trolley wheels			

EQUIPMENT TO BE INSPECTED		CONDITIONS	
.2	Hoist ropes		
.3	Rope drums		
.4	Rope sheaves		
.5	Gearing		
MECHANICAL		GOOD	FAIR
.6	Gear box		
.7	Bearings		
.8	Lubrication		
.9	Brakes		
.10	Springs		
.11	Cables		
.12	Pneumatic lines and connections		
.13	Hydraulic lines and connections		
ELECTRICAL		GOOD	FAIR
.1	Motors		
.2	Limit switches		

EQUIPMENT TO BE INSPECTED		CONDITIONS	
.3	Controls and resistors		
.4	Contractor ratings		
.5	Over current protection		
.6	Main contractors		
	ELECTRICAL	GOOD	FAIR
7	Off point interlock		REQUIRES WORK
.8	Electrical spacing		
.9	Contact conductors		
.10	Wiring		
.11	Grounding		

Solicitation No. - N° de l'invitation

W0118-12S031/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34472

Buyer ID - Id de l'acheteur

wpg205

CCC No./N° CCC - FMS No/ N° VME

W0118-12S031

BASIS OF PAYMENT

Annex B

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non- responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(Note: no additional charges will be allowed for travel to the site)

The Extended Price for materials is calculated by subtracting the discount quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% discount quoted = \$500.00 - (\$500.00 x 10%) = \$450.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

MATERIAL AND REPLACEMENT PARTS

(except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice

PRICING SCHEDULE 1: CONTRACT PERIOD PRICING: May 1, 2012 to April 30, 2013

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
ROUTINE SERVICES					
1	Inspection and maintenance of hoists and levelling devices (Bi annually)	2	inspection	\$	\$
AS AND WHEN REQUESTED SERVICES					

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
2	Call-out including travel expenses and first hour of productive labour:				
a)	During regular work hours (7:30 AM to 4:00 PM, Monday to Friday)	4	call-out	\$	\$
b)	Overtime & Statutory holidays	1	call-out	\$	\$
3	Labour in addition to the above:				
a)	During regular work hours (7:30 AM to 4:00 PM, Monday to Friday)	24	hour	\$	\$
b)	Overtime & Statutory holidays	8	hour	\$	\$
c)	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice.	\$1000	Per Year	\$	\$
	Subtotal (i):				\$

PRICING SCHEDULE 2: OPTION YEAR ONE PRICING: May 1, 2013 to April 30, 2014

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
ROUTINE SERVICES					

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Buyer ID - Id de l'acheteur

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Client Ref. No. - N° de réf. du client

File No. - N° du dossier

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1	Inspection and maintenance of hoists and levelling devices (Bi annually)	2	inspection	\$	\$
AS AND WHEN REQUESTED SERVICES					
2	Call-out including travel expenses and first hour of productive labour:				
a)	During regular work hours (7:30 AM to 4:00 PM, Monday to Friday)	4	call-out	\$	\$
b)	Overtime & Statutory holidays	1	call-out	\$	\$
3	Labour in addition to the above:				
a)	During regular work hours (7:30 AM to 4:00 PM, Monday to Friday)	24	hour	\$	\$
b)	Overtime & Statutory holidays	8	hour	\$	\$
C)	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice.	\$1000	Per Year	\$	\$
Subtotal (ii)					\$

PRICING SCHEDULE 3: OPTION YEAR 2 PRICING: May 1, 2014 to April 30, 2015

Firm All Inclusive Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra					
Item No.	Description	Qty.	Unit of Issue	Unit Price	Extended Price
ROUTINE SERVICES					
1					

	Inspection and maintenance of hoists and levelling devices (Bi annually)	2	inspection	\$	\$
AS AND WHEN REQUESTED SERVICES					
2	Call-out including travel expenses and first hour of productive labour:				
a)	During regular work hours (7:30 AM to 4:00 PM, Monday to Friday)	4	call-out	\$	\$
b)	Overtime & Statutory holidays	1	call-out	\$	\$
3	Labour in addition to the above:				
a)	During regular work hours (7:30 AM to 4:00 PM, Monday to Friday)	24	hour	\$	\$
b)	Overtime & Statutory holidays	8	hour	\$	\$
c)	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice.	\$1000	Per year	\$	\$
	Subtotal (iii):				\$

TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii)= \$ _____

INSURANCE REQUIREMENTS

Annex C

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

DND 626, TASK AUTHORIZATION FORM

Annex D

Reference attached PDF Document titled, "*Annex D - DND 626 TA Form*" attached herein.

Solicitation No. - N° de l'invitation

W0118-12S031/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-1-34472

Buyer ID - Id de l'acheteur

wpg205

Client Ref. No. - N° de réf. du client

W0118-12S031

CCC No./N° CCC - FMS No/ N° VME

TASK AUTHORIZATION USAGE FORM

Annex E

Reference attached PDF Document titled, "*Annex E - TA Usage Form*" attached herein.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À <hr/> Delivery location – Expédié à <hr/> Delivery/Completion date – Date de livraison/d'achèvement	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. <div style="text-align: right; margin-top: 10px;"> _____ Date for the Department of National Defence pour le ministère de la Défense nationale </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat. <div style="text-align: right; margin-top: 10px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédié à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Note :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX F
TASK AUTHORIZATION USAGE FORM

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 August	01 May	30 July
15 November	01 August	31 October
15 February	01 November	31 January
15 May	01 February	31 April

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

Please send all reports to the attention of the Contracting Authority:

Name: Monique Beaudette
E-mail: monique.beaudette@pwgsc-tpsgc.gc.ca
Fax: (204)983-7796