

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**

<b>Title - Sujet</b> Maintenance-Cranes, Vehicle Hoists	
<b>Solicitation No. - N° de l'invitation</b> W0127-12LP24/A	<b>Date</b> 2012-06-08
<b>Client Reference No. - N° de référence du client</b> W0127-12LP24	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-204-9446	
<b>File No. - N° de dossier</b> EDM-2-35013 (204)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-07-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Selinger, Dale	<b>Buyer Id - Id de l'acheteur</b> edm066
<b>Telephone No. - N° de téléphone</b> (780) 497-3536 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE ENGINEER SERVICES COMPANY EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON ALBERTA T5J4J5 CANADA	

**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  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

## **INSPECT/REPAIR/MAINTAIN ELECTRIC CRANES, VEHICLE HOISTS, HYDRAULIC RAMPS AND DOCK LEVELERS**

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**PART 1 - GENERAL INFORMATION****1. 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 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, DND 626 Task Authorization Form and Task Authorization Usage Report.

**2. Summary**

For the provision of all labour, materials, tools, equipment, transportation, and supervision necessary to perform annual inspections of electric cranes and vehicle hoists and on an "as and when requested" basis for repairs and maintenance of electric cranes, vehicle hoists, ramps and leveling docks for the Department of National Defence, Edmonton, Alberta, in accordance with the terms and conditions contained in the Request For Proposal for the period of date of authorization to August 31, 2017, (estimated).

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCFTA), and the Agreement on Internal Trade (AIT).

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### **3. 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. 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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.

### **2. 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. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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. Applicable Laws**

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

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. 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 five (5) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### **5. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site and examine the scope of the work required and the existing conditions. Arrangements can be made for a tour of the work site by contacting Dale Selinger, Public Works and Government Services Canada at 780-497-3536.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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.

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**Section I: Financial Bid**

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

**Section II: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

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

**1.2 Financial Evaluation**

In Annex "B", Basis of Payment, for each year, the firm unit prices quoted for items 1 to 3 will be multiplied by the estimated annual usages shown. For each year, the mark-up quoted for items 4 and 5 will be applied to the estimated usages shown. The resulting amounts will be added together to obtain a total evaluated price.

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

**2. 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. 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 - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.  
(<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>)
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) 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;

- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;  
<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>
- (c) ( ) 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), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows:  
\_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.  
(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>)

## 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 payable 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.

### **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.

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## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **1. Requirement**

For the provision of all labour, materials, tools, equipment, transportation, and supervision necessary to perform annual inspections of electric cranes and vehicle hoists and on an "as and when requested" basis for repairs and maintenance of electric cranes, vehicle hoists, ramps and leveling docks for the Department of National Defence, Edmonton, Alberta, in accordance with the terms and conditions contained herein for the period of the Contract.

#### **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.

#### **1.2 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form, attached as Annex "C".
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 five (5) 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.

#### **1.3 Task Authorization Limit**

The Project Authority) may authorize individual task authorizations up to a limit of \$60,000.00, 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 Contracting Authority before issuance.

#### **1.4 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.

#### **1.5 Periodic Usage Reports - Contracts with Task Authorizations**

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 and in Annex "D". 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 no later than 15 calendar days after the end of the reporting period.

The quarterly periods are defined as follows: *(to be completed upon award)*

1st quarter:

2nd quarter:

3rd quarter:

4th quarter:

The data must be submitted to the Contracting Authority no later than 15 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:

##### **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.

##### **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.

## **1.6 Task Authorization - Department of National Defence**

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

## **2. 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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manua>

l) 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. Term of Contract**

### **3.1 Period of the Contract**

The period of the Contract is the date of authorization to August 31, 2017, inclusive, (estimated).

## **4. Authorities**

### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Dale Selinger, Supply Specialist

Public Works and Government Services Canada

Western Region, Acquisitions Branch

Telus Plaza North

5th Floor, 10025 Jasper Avenue

Edmonton, Alberta T5J 1S6

Telephone: 780- 497-3536

Facsimile: 780-497-3510

E-mail address: dale.selinger@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:

*(to be named in the Contract)*

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 \_\_\_\_\_ *(to be completed by bidder)*  
 Telephone \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address \_\_\_\_\_

## 5. Payment

### 5.1 Basis of Payment

#### 5.1.1 Basis of Payment - Firm Price

(For the Work described in Annex "B", Basis of Payment, Item 1)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, in accordance with Annex "C", Basis of Payment for a cost of \$*(to be inserted at contract award)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

#### 5.1.2 Basis of Payment - Limitation of Expenditure

(For the Work described in Annex "B", Basis of Payment, Items 2 - 5)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$*(to be inserted at contract award)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

## 5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$(*to be inserted at contract award*). 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.

## 5.3 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0705C	Discretionary Audit	2010-01-11
C7010C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12
C2000C	Taxes - Foreign-based Contractor ( <i>if applicable</i> )	2007-11-30
H1000C	Single Payment	2008-05-12

## 6. 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 time sheets to support the time claimed;
- (b) a copy of any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, and vouchers for all direct expenses.

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.

**7. 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. Applicable Laws**

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

**9. 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", DND 626, Task Authorization Form;
- (f) Annex "D", Task Authorization Usage Report;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated *(to be completed upon award)*.

**10. SACC Manual Clauses**

A2000C	Foreign Nationals (Canadian Contractor) <i>(if applicable)</i>	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor) <i>(if applicable)</i>	2006-06-16
A9006C	Defence Contract	2008-05-12
A9039C	Salvage	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16
B1501C	Electrical Equipment	2006-06-16
G1005C	Insurance	2008-05-12

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**ANNEX "A"****STATEMENT OF WORK**

**Title:** Inspect, repair, & maintain electric cranes, vehicle hoists, hydraulic ramps and dock levelers

**Requirement:**

For the supply of all labour, materials, tools, equipment, transportation, incidentals and supervision necessary to perform annual inspections of electric cranes and vehicle hoists and "as and when requested" repairs and maintenance of electric cranes, vehicles hoists, hydraulic ramps and leveling docks for the Department of National Defence (DND), CFB/ASU Edmonton, Alberta. This work is to be conducted in accordance with the terms and conditions contained herein.

See Appendix 1 of Annex "A" for List of Devices.

**Prior to Starting Work:**

The Contractor must provide a firm price quote for each requirement, subject to approval, prior to commencement of work.

Prior to starting any work, the Contractor must report to the Contract Inspector in Building 177, (Engineer Services Company), at CFB/ASU Edmonton, Steele Barracks Site.

**Response Time for Scheduled Work:**

The Contractor must reply to an request within 24 hours and the work will be performed within a time frame mutually agreed to by both parties and as stated on the Task Authorization (DND 626) form.

In case of an emergency the Contractor must reply to an request within four (4) hours and work will commence immediately thereafter, with a Task Authorization (DND 626) to follow.

**SCOPE OF WORK:****A. Services Required**

For the supply of all labour, tools, equipment, transportation, incidentals and the supervision necessary to:

1. Inspect and certify all electric cranes and vehicle hoists, as required by law, once annually by a certified inspector and,

- 
- Maintain and repair electric cranes, vehicle hoists, lifts, hydraulic ramps and leveling docks on an "as and when" requested basis for the Department of National Defence, CFB/ASU Edmonton, Edmonton, Alberta.

## **B. Qualification of Workers (general)**

- The contractor must provide a minimum of one qualified crane / lift maintenance technician on site, refer ANSI Standard ANSI/ALI ALOIM-2000, American National Standard for Automotive Lifts - Safety Requirements for Operation, Inspection and Maintenance.
- Helpers ratio must be in accordance with licensing authority regulations.
- All workers on site must be familiar with all safety practices pertaining to general work-site safety and safety in reference to their specific trade.
- All workers must have received WHMIS training.
- These conditions apply to sub-let work.

## **C. Supervision**

Provide at the job site a full-time experienced, competent person, capable of and having authority to speak on Contractor's behalf, on day-to-day routine matters.

## **D. Tools**

Tradesman must have, on site, all required tools normally associated with the trade in which they are employed and which are required to complete the requested work.

## **E. Equipment**

Contractor must supply all equipment (e.g. scissor lifts, genie booms), complete with competent operator.

## **F. Piece Work and Sub-let of Work**

- When the Contractor sub-lets the work to another for a fixed unit price, the Contractor must inform the Project Authority of quoted price prior to commencement of work.
- The Contractors responsibility is not lessened by the sub-let of work.

## **G. Use of Site**

- Site usage will vary from job to job and restrictions will be addressed when a Scope of Work or request for estimate or quote is made.
- The Contractor must not unreasonably encumber site with materials or equipment.

## **H. Codes and Standards**

- Perform all work in accordance with current revisions of all applicable Federal, Provincial and Municipal codes, including, but not limited to, safety, labour and construction.

- 
2. Materials and workmanship must conform to or exceed applicable standards of Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.

### **I. Permits**

1. Contractor must be in possession of a valid dig permit issued by DND before commencement of excavations or like works. Hand digging is mandatory when working in close proximity to any underground utility.
2. Contractor must be in possession of a valid Hot Work Permit issued by DND when performing any cutting, welding or soldering using an open flame.

### **J. WHMIS**

Maintain current copies of WHMIS data sheets on site for products being used.

### **K. Work Schedule**

1. Contractor is to report to the Project Authority before starting work.
2. Regular operating hours are 07:30 to 16:00 hours, Monday through Friday, except statutory holidays.
3. Work outside these hours must be approved by the Project Authority.
4. Agreed upon schedules must not be changed without mutual approval of both parties.

### **L. Products/Materials**

1. Use new products unless otherwise specified.
2. The Contractor must comply with manufacturer's latest printed instructions for materials.
3. The Contractor must notify the Project Authority, in writing, of any conflict between the Scope of Work and the manufacturer's instructions. The Project Authority will designate, in writing, which document is to be followed.
4. Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
5. Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
6. Material and equipment must be stored in accordance with suppliers' instructions.
7. Touch-up damaged factory finished surfaces to Project Authority's satisfaction. Use primer or enamel to match original. Do not paint over nameplates..

### **M. Examination of Plans, Specifications and Site**

The submission of an estimate or quote must be considered evidence that the Contractor has made an investigation of the work and has become familiar with the site and conditions to be encountered in performing the work and the requirements of the plans and specifications.

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**N. Smoking**

Smoking is NOT PERMITTED in DND Buildings.

**O. Power and Water**

DND will supply power and water on an "as required" basis, free of charge, when available. It is the Contractor's responsibility to make connections and to supply the work-site.

**P. Execution of Work**

1. Use of explosive actuated fasteners is NOT ALLOWED without the written consent of the Project Authority.
2. Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated. All questions must be addressed to the Project Authority.
3. Supply such devices as required to facilitate the inspection or work.
4. Execute work with least possible interference or disturbance to occupants and normal use of premises. Arrange with the Project Authority to facilitate execution of work.
5. If security or weather protection has been reduced by work of the Contractor, the Contractor must provide temporary means to maintain security or protection.
6. The Contractor must accept liability for and make good damages to DND material, property, structures, or equipment caused by the contractor.
7. Provide temporary dust screens, barriers, warning signs in locations where work is adjacent to normal building operations.
8. Execute cutting (including excavation), fitting and patching of work that may be required to make work fit properly together to receive or be received by other work.
9. When existing work is altered or cut, patch and make good to match existing, adjacent surfaces.
10. Obtain approval from the Project Authority before cutting, coring or installing sleeves in load-bearing members.
11. Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
12. Fit work tightly to pipes, sleeves, ducts and conduits.

**Q. Cleaning During Installation**

1. Clean work-site daily of accumulated debris.
2. Provide on-site dump containers for collection of waste materials, and debris.
3. Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
4. Store volatile waste in covered metal containers, and remove from premises at end of each working day.
5. Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

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**R. Final Cleaning**

1. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.
2. Broom clean smooth floors and paved surfaces; vacuum construction dust from carpeting; rake clean other surfaces of grounds.
3. Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

**S. Disposal of Wastes**

1. Do not bury rubbish and waste materials on site unless approved by the Project Authority.
2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
3. All waste materials to be discarded off of DND property unless otherwise directed by the Project Authority.

**T. Warranty**

The Contractor must warrant all materials and workmanship for a period of one year after date of acceptance. If at any time during this period any portion of the work requires repairs by reason of faulty material or workmanship, the DND must notify the Contractor that such repairs are necessary. Repairs must be carried out in a timely manner.

**U. Fire Safety**

1. Contractors and their personnel must familiarize themselves with the area in which they are working making note of locations of alarm stations, hose cabinets, exits, telephones and the like.
2. Base Fire Hall phone numbers are:  
Emergency - 911 or base 780-973-4011 local 4333  
Information - base 780-973-4011 local 4434
3. Contractors will be responsible to obtain "hot work" permits from the Base Fire Hall prior to using any flame producing cutting device on the work site.

**V. Fires**

Fires and burning of rubbish on site must not be permitted.

**ANNEX "B"****BASIS OF PAYMENT**

- Rates quoted must include ALL relative costs associated with providing the service in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Contract.
- Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will apply.
- Overtime must be authorized in advance by the Project Authority
- GST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Standing Offer.
- Pricing must be provided for all items. A percentage mark-up for items 4 and 5 must be provided otherwise they will be taken as zero.
- Estimated usages are for evaluation purposes only; actual usages may vary from these amounts.

Item	Description	Firm Unit Pricing			Yearly Usage
		<u>Year 1</u> (Est.) Date of Authorization- 2013/08/31	<u>Year 2</u> (Est.) 2013/09/01- 2014/08/31	<u>Year 3</u> (Est.) 2014/09/01- 2015/08/31	
1.	Annual Inspection of <u>all</u> electric cranes and vehicle hoists as listed in Appendix 1 to Annex "A".	\$_____/inspection	\$_____/inspection	\$_____/inspection	1 Inspection
					<b>Estimated Annual Usages</b>
2.	Service Call including first hour of on-site, productive labor including travel and transportation cost and accommodations.				
a.	During regular working hours, Monday through Friday 07:30 - 16:00.				
i.	Qualified Crane/Lift Maintenance Tech	\$_____/call	\$_____/call	\$_____/call	25 calls

ii.	Helper	\$_____/call	\$_____/call	\$_____/call	25 calls
b.	Outside regular working hours Monday through Friday 16:00 - 07:30				
i.	Qualified Crane/Lift Maintenance Tech	\$_____/call	\$_____/call	\$_____/call	10 calls
ii.	Helper	\$_____/call	\$_____/call	\$_____/call	10 calls
c.	Weekends and Statutory Holidays				
i.	Qualified Crane/Lift Maintenance Tech:	\$_____/call	\$_____/call	\$_____/call	1 call
ii.	Helper	\$_____/call	\$_____/call	\$_____/call	1 call
<b>3.</b>	Labour only in addition to the above service call rates.				
a.	During regular working hours, Monday through Friday 07:30 - 16:00				
i.	Qualified Crane/Lift Maintenance Tech	\$_____/hr	\$_____/hr	\$_____/hr	250 hrs
ii.	Helper	\$_____/hr	\$_____/hr	\$_____/hr	75 hrs
b.	Outside regular working hours Monday through Friday 16:00 - 07:30				
i.	Qualified Crane/Lift Maintenance Tech	\$_____/hr	\$_____/hr	\$_____/hr	8 hrs
ii.	Helper	\$_____/hr	\$_____/hr	\$_____/hr	4 hrs
c.	Weekends and Statutory Holidays				
i.	Qualified Crane/Lift Maintenance Tech	\$_____/hr	\$_____/hr	\$_____/hr	8 hrs
ii.	Helper	\$_____/hr	\$_____/hr	\$_____/hr	4 hrs

4.	*Sub-trade labour to be charged at Contractor's laid down cost plus a mark-up of ....	____%	____%	____%	\$10,500.00
5.	*Parts and material for work that is not included in the annual inspection to be charged at the Contractor's laid down cost plus a mark-up of.....	____%	____%	____%	\$20,000.00

\*Verification of Contractor's cost to be provided with invoice.

Item	Description	Firm Unit Pricing		Yearly Usage
		Year 4 (Est.) 2015/09/01- 2016/08/31	Year 5 (Est.) 2016/09/01 - 2017/08/31	
1.	Annual Inspection of <u>all</u> electric cranes and vehicle hoists as listed in Appendix 1 to Annex "A".	\$_____/inspection	\$_____/inspection	1 Inspection
				<b>Estimated Annual Usages</b>
2.	<b>Service Call including first hour of on-site, productive labor including travel and transportation cost and accommodations.</b>			
a.	During regular working hours, Monday through Friday 07:30 - 16:00			
i.	Qualified Crane/Lift Maintenance Tech	\$_____/call	\$_____/call	25 calls
ii.	Helper	\$_____/call	\$_____/call	25 calls

b.	Outside regular working hours Monday through Friday 16:00 - 07:30			
i.	Qualified Crane/Lift Maintenance Tech	\$_____/call	\$_____/call	10 calls
ii.	Helper	\$_____/call	\$_____/call	10 calls
c.	Weekends and Statutory Holidays			
i.	Qualified Crane/Lift Maintenance Tech	\$_____/call	\$_____/call	1 call
ii.	Helper	\$_____/call	\$_____/call	1 call
<b>3.</b>	<b>Labour only in addition to the above service call rates:</b>			
a.	During regular working hours, Monday through Friday 07:30 - 16:00			
i.	Qualified Crane/Lift Maintenance Tech	\$_____/hr	\$_____/hr	250 hrs
ii.	Helper	\$_____/hr	\$_____/hr	75 hrs
b.	Outside regular working hours Monday through Friday 16:00 - 07:30			
i.	Qualified Crane/Lift Maintenance Tech	\$_____/hr	\$_____/hr	8 hrs
ii.	Helper	\$_____/hr	\$_____/hr	4 hrs
c.	Weekends and Statutory Holidays			
i.	Qualified Crane/Lift Maintenance Tech	\$_____/hr	\$_____/hr	8 hrs
ii.	Helper	\$_____/hr	\$_____/hr	4 hrs
<b>4.</b>	*Sub-trade labour to be charged at Contractor's laid down cost plus a mark-up of ....	_____%	_____%	\$10,500.00
<b>5.</b>	*Parts and material for work that is not included in the annual inspection to be charged at the Contractor's laid down cost plus a mark-up of.....	_____%	_____%	\$20,000.00

\*Verification of Contractor's cost to be provided with invoice.

Solicitation No. - N° de l'invitation

W0127-12LP24/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-2-35013

Buyer ID - Id de l'acheteur

edm204

CCC No./N° CCC - FMS No/ N° VME

W0127-12LP24

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## **ANNEX “C**

### **DND 626, TASK AUTHORIZATION FORM**

**(as attached)**

**ANNEX "D"****TASK AUTHORIZATION USAGE REPORT**

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: *(to be completed upon award)*

<b>REPORT DUE</b>	<b>WORK PERIOD START DATE</b>	<b>WORK PERIOD END DATE</b>

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

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

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

**SEND TO:** WST-PA-EDM@pwgsc.gc.ca OR Facsimile: (780) 497-3510

## OVERHEAD CRANES

Location	Type	Manufacturer	Model	Capacity	Serial #	Notes
Bldg 179	Crane	Kone / Kaverit	UN2885	18.18 ton	71891-91-10 / 2109	span - 35 ft., lift - 25 ft.
	Crane	Coffing	LHH2B / A-Frame	2 ton	WK9709	mobile gantry
	Crane	Kito	EF2-0206 / A-Frame	2 ton	4070	mobile gantry
	Crane	Kito	CF4-121 / Jib	1/2 ton	171044	
	Crane	Kaverit / Abus	GM5160L06-191-41-063D160	16 ton	4598/68519/42/425827	span - 40 ft., lift - 23 ft.
	Crane	Masco - Spacemaster	TRDG / SC-5-26	5 ton	7106 / 1759779601	
	Crane	SWL		1 ton		
	Crane	Demag		5 ton	30289	
Bldg 187	Crane	Yale	BB	2 ton		monorail
Bldg 236	Crane	Prov. Eng / English Electric		11 1/4 ton		outdoor crane
	Crane	Budget - Manguard	11689512 / A Frame	3 ton	271695	mobile gantry
Bldg 403	Crane	Masco / Yale	BEW5X26RT12/4S4	5 ton	W96G953A / 7123	span - 65 ft., lift - 20 ft.
Bldg 404	Crane	Masco / Yale	CEW10X22RT14/5S4	10 ton	W965842A / 7098	span - 20 ft., lift - 25 ft.
	Crane	Masco / Yale	CFW10X22LG14/5S4	10 ton	W966223A / 7105	span - 60 ft., lift - 25 ft.
	Crane	Yale	KEL2-20RT15S2	2 ton	K98641	monorail
Bldg 405	Crane	Yale	KEL2 - 20RT15/5S2	2 ton	K9864(2)	monorail
	Crane	R & M	SX20410020 / A Frame	2 ton	A020617(2)	gantry
Bldg 406	Crane	Shawbox / Kaverit	73D20020	16 ton	S1423122-5814 / 3369	span - 35 ft., lift - 25 ft.
2 Hanger	Crane	Kone / KCI	URSG / XL304N31ALA4	6 ton	81515 / 1003	span - 20 ft., lift - 30 ft.
	Crane	Jet / Kito	FAH-IS-OL / TS2-890	1 ton	IS-1050 / 787146	span - 20 ft., lift - 20 ft.

## VEHICLE HOISTS

Location	Type	Manufacturer	Model	Capacity	Serial #	Notes
Bldg 175	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50000 lbs	JXP11E0002	installed 2011
	Hydraulic 4 post Hoist	Forward	27100TL	27000 lbs	270JE7876	
Bldg 179	Hydraulic 4 post Hoist	Acanus	Baymate	12000 lbs	10533	
	Hydraulic 4 post Hoist	Rotary	SM270	27000 lbs	3878	
	Hydraulic Fork Lift Hoist	Pentalift	6FTML6012020	20000 lbs	11504001	
	Hydraulic Scissor Hoist	Advantage	ALS-50XX	50000 lbs	50XX-9-X0349	
	Hydraulic Scissor Hoist	Advantage	50/265CF	50000 lbs	50XX-9-X0350	
	Hydraulic 4 post Hoist	Bradbury	755	22000 lbs	1011	
	Hydraulic 2 post Hoist	ALM	7002A	7000 lbs	601-02359	
	Hydraulic Hoist	Ravaglioli	RF50LX	50000 lbs	XR0545	
	Hydraulic 4 post Hoist	PKS	PKSC80 - 4	80000 lbs	21556 04-09	installed 2009
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50000 lbs	JXP11F0002	installed 2011
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50000 lbs	JXP11J0001	installed 2011
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50000 lbs	JXP11E0003	installed 2011
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50000 lbs	JXP11F0001	installed 2011
Bldg 236	Hydraulic 4 post Forklift Hoist	Mohawk	FL-25		A8B192	installed 2009
Bldg 400	Hydraulic 2 post Hoist	Mohawk	TP-26	26000 lbs	2705743	
	Hydraulic 2 post Hoist	Mohawk	TP-26	26000 lbs	2705744	
Bldg 403	Hydraulic 4 post Hoist (Mobile)	Ford Smith	ML460	60000 lbs	02ZM-1511C	
	Hydraulic 4 post Hoist	Ford Smith	A40K	40000 lbs	97043363	
Bldg 404	Hydraulic 4 post Hoist	Bradbury	788	18000 lbs	1525	
Bldg 405	Hydraulic 4 post Hoist	Lift Dist of America	A - 30K	30000 lbs	9403744	
Bldg 408	Hydraulic 4 post Hoist	Challenger	24050	40000 lbs	2354A	
	Hydraulic 4 post Hoist	Alm	12000WT	12000 lbs	405-0124	
	Hydraulic 2 post Hoist	Challenger	270015	27000 lbs	275639A	
	Hydraulic 4 post Hoist	Alm	25001	25000 lbs	405-01056	
2 Hanger	Hydraulic Scissor Hoist	Rotary	36/28S2TS	36000 lbs	PAP02A0001	
	Hydraulic 2 post Hoist	Mohawk	TP15	15000 lbs	9602258	

**DOCK LEVELERS**

Location	Type	Manufacturer	Model	Capacity	Serial #	Notes
Bldg 210	Hydraulic Dock Leveler (1)	Sercos	HLIM8735		PPB - 26	bay # 4
	Hydraulic Dock Leveler (2)	Sercos	HLIM8735		PPB - 28	bay # 3
	Hydraulic Dock Leveler (3)	Sercos	HLIM8735		PPB - 30	bay # 2
Bldg 236	Hydraulic Dock Leveler (1)	Blue Giant	AH575-3fh-TL		9842413	east side
	Hydraulic Dock Leveler (2)	Blue Giant	AH575-3fh-TL		9842210	east side
	Hydraulic Dock Leveler (3)	Blue Giant	AH575-3fh-TL		9842408	east side
	Hydraulic Dock Leveler (4)	Blue Giant	AH575-3fh-TL		9842212	east side
	Hydraulic Dock Leveler (5)	Blue Giant	AH575-3fh-TL		9842211	east side
	Hydraulic Dock Leveler (6)	Blue Giant	AH575-3fh-TL		9842807	east side
	Hydraulic Dock Leveler (7)	Blue Giant	AH575-3fh-TL			east side
	Hydraulic Dock Leveler (8)	Ford Smith - TD10				north side
	Hydraulic Dock Leveler (9)	Ford Smith - TD10				north side
	Hydraulic Dock Leveler (10)	Blue Giant				west side
Bldg 403	Hydraulic Dock Leveler (11)	Blue Giant				west side
	Hydraulic Dock Leveler (12)	Blue Giant				west side
	Hydraulic Dock Leveler (13)	Wayne TD10				west side
	Hydraulic Dock Leveler (14)	Wayne TD10				west side
	Hydraulic Dock Leveler (15)	Wayne TD10				west side
	Hydraulic Dock Leveler (16)	Blue Giant	DGGFS/3575		33760901	west side
	Hydraulic Dock Leveler (17)	Blue Giant	BGGF03575		337616-01	west side
	Hydraulic Dock Leveler (18)	Pentallift DH6				RD # 2 - south side
	Hydraulic Dock Leveler (19)	Pentallift DH6			905920039	RD # 3 - south side
	Hydraulic Dock Leveler (20)	Pentallift DH6			90590040	RD # 4 - south side
Bldg 403	Hydraulic Dock Leveler	Loadstar				
Bldg 404	Hydraulic Dock Leveler	Sercos	Hyd - 600-S 35/16			
	Hydraulic Dock Leveler	Sercos	Hyd - 600-S 35/16			
Bldg 405	Hydraulic Dock Leveler	Sercos	Hyd - 600-S 35/16			
	Hydraulic Dock Leveler	Sercos	Hyd - 600-S 35/16			

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

<p>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.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>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.</p> <p>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.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>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.</p> <p>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.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date</p>	<p>_____</p> <p>for the Department of National Defence pour le ministère de la Défense nationale</p>
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## 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). **Nota :** 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'appliquera/ront 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.

### Nota :

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.