

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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> Laboratory Analysis of Water	
<b>Solicitation No. - N° de l'invitation</b> 21120-115473/A	<b>Date</b> 2013-01-10
<b>Client Reference No. - N° de référence du client</b> 21120-115473	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$Q-054-25313	
<b>File No. - N° de dossier</b> 054sq.21120-115473	<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 2013-01-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bootsma, Lena	<b>Buyer Id - Id de l'acheteur</b> 054sq
<b>Telephone No. - N° de téléphone</b> (819) 956-1751 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**  
Science Procurement Directorate/Direction de l'acquisition  
de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

<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>

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation document 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; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, Contractor Service Centre and Laboratory Facilities, Insurance Requirements, and the Task Authorization Form.

### 2. Summary

Correctional Service Canada requires the provision of commercial testing laboratory services to evaluate the Drinking Water and Wastewater quality of Correctional Institutions across Canada, as listed in Appendix I to Annex A, Correctional Institutions, by five (5) Geographic Regions: Atlantic (New Brunswick and Nova Scotia), Quebec, Ontario, Prairie (Manitoba, Saskatchewan, and Alberta), and Pacific (British Columbia). There are two (2) Services for the testing of Analysis Parameters as detailed in Appendix II to Annex A, Service Packages and Analysis Parameters. The estimated annual utilization for these Services per Institution is detailed in Appendix III to Annex A, Estimated Annual Utilization. These Services are:

- (1) Drinking Water Services, which includes:
  - Service 1A – Drinking Water Microbiological
  - Service 1B – Drinking Water Chemical-Physical
- (2) Wastewater Services, which includes:
  - Service 1C – Wastewater Microbiological
  - Service 1D – Wastewater Chemical-Physical

Up to ten (10) Task Authorization Contracts may be issued, two (2) under each of the five (5) Geographic Regions, one (1) to perform the testing services to evaluate the Drinking Water quality (Services 1A and 1B) of all the Correctional Institutions in the Region, and one (1) to perform the testing services to evaluate the Wastewater quality (Services 1C and 1D) of all the Correctional Institutions in the Region that require it. If the same Bidder is recommended for award of a contract to perform the testing services for both Drinking Water and Wastewater or to perform testing services for more than one (1) Region, one (1)

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contract will be issued to that Bidder representing the applicable Services and Regions, which will be indicated in Annex C, Contractor Service Centre and Laboratory Facilities, of the resulting contract.

Services are required for a period of three (3) years from the date of contract, with an irrevocable option on the part of Canada to extend the contract by up to two (2) additional periods of one (1) year each.

Pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be required to complete a Consent to Criminal Record Verification form and related documentation.

The requirement is subject to provisions of the Agreement on Internal Trade (AIT) and is limited to Canadian services. This procurement consists of Commercial Testing Laboratory services which are excluded from the application of the NAFTA as per Annex 1001.1b-2, Class H3, Inspection Services, (incl. commercial testing and Laboratory Services except Medical/Dental), subclass H300C, Commercial Testing Laboratory Services, and is exempted under Article XXIII for measures "to protect human, animal or plant life or health" under the World Trade Organization - Agreement on Government Procurement (WTO-AGP). The Comprehensive Land Claims Agreements (CLCAs) are not applicable to this procurement, as Work will not be delivered to, nor conducted within CLCA areas. The Procurement Strategy for Aboriginal business is not applicable as the services will not be delivered to or for an Aboriginal population.

### **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.

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## 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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred twenty (120) days

### 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Ontario.

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

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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. List of Proposed Subcontractors**

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I : Technical Bid (4 hard copies)

Section II : Financial Bid (1 hard copy)

Section III : 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; and
- (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 should:

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

### Section I : Technical Bid

Bidders can submit a technical bid for one Region or for more than one Region. Bidders can submit a technical bid for Drinking Water Services (Service 1A and Service 1B) or Wastewater Services (Service 1C and Service 1D) or for both Services, Drinking Water and Wastewater, within a Region. If submitting a technical bid for more than one Region or for both Services, Drinking Water and Wastewater, within a Region, a separately bound technical bid must be submitted for each Region-Services combination. For example, if bidding on Drinking Water and Wastewater in Atlantic and in Quebec, four (4) separately bound bids must be submitted, one (1) for Atlantic Drinking Water Services, one (1) for Atlantic Wastewater Services, one (1) for Quebec Drinking Water Services, and one (1) for Quebec Wastewater Services. The front cover of the technical bid(s) should clearly indicate the Region and if for Drinking Water Services or Wastewater Services.

The technical bid should clearly address and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

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In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II : Financial Bid

Bidders must submit a separately bound financial bid for each of the Region-Services combinations for which it submitted a technical bid. The front cover of the financial bid should clearly indicate the Region and if for Drinking Water Services or Wastewater Services .

1.1 Bidders must submit their financial bid in accordance with the following:

- (a) Bidders must provide one firm, all inclusive unit price per Service Package for all Service Packages listed in Appendix II to Annex A, applicable to the Region and Services for which a bid is being submitted, for each year of the Initial Contract Period and each option year in accordance with the Financial Bid Presentation Sheet at Attachment 2; failure to do so will result in the bid being declared non-responsive and given no further consideration.
- (b) The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.
- (c) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

## Section III : Certifications

Bidders must submit the certifications required under Part 5.

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## 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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Each Region will be evaluated separately and within each Region, Drinking Water Services (Service 1A and Service 1B) and Wastewater Services (Service 1C and Service 1D) will be evaluated separately.

#### 1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### 1.1.1 Mandatory Technical Criteria

Refer to Attachment 1, Mandatory Technical Criteria.

#### 1.2 Financial Evaluation

##### 1.2.1 Mandatory Financial Criteria

Bidder's must submit their financial bid in accordance with Part 3, Bid Preparation Instructions, Section II: Financial Bid.

##### 1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 2, Financial Presentation Sheet.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price

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

If the same Bidder is recommended for award of a contract to perform the testing services for both Drinking Water Services and Wastewater Services or to perform testing services for more than one (1) Region, one (1) contract will be issued to that Bidder representing the applicable Services and Regions,

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which will be indicated in Annex C, Contractor Service Centre and Laboratory Facilities, of the resulting contract.

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 the 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### 2. Additional Certifications Precedent to Contract Award

The certifications 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.

## 2.1 Federal Contractors Program for Employment Equity - Certification

### 2.1.1 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.
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;
- (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>).

### 2.1.2 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:

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;
- (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;
- (d) ( ) 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 (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

### 2.2 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.

---

## 2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

### 2.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

## 2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## 2.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## 2.6 Language Capability

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Requirement.

## 2.7 Method of Analysis Certification

By submitting a bid, the Bidder certifies that the Methods of Analysis submitted in its bid(s) are included under the Scope of Accreditation of the laboratory(ies) that would be performing the Work, as accredited by an acceptable accreditation body. By submitting a bid, the Bidder certifies that it is aware that Canada will request the accreditation documentation to verify its' compliance with this certification before award of a contract.

Acceptable accreditation bodies are: the Canadian Association for Laboratory Accreditation (CALA), the Standard Council of Canada (SCC) or the Programme d'accréditation des laboratoires d'analyse (PALA)

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from the Province of Québec. For laboratories located in the Province of Quebec, a copy of the license or letter of approval of the methods from the Provincial body is also acceptable.

## **2.8. Capacity**

By submitting a bid, the Bidder certifies that it is capable to accept and process all the required testing for Drinking Water Services or Wastewater Services or both, in accordance with the Requirement at Annex A, for all the Correctional Institutions, as applicable, within the Region(s) for which a bid has been submitted.

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## **PART 6 - INSURANCE REQUIREMENTS**

### **1. 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 D.

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.

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Requirement

The Contractor must perform the Work in accordance with the Requirement at Annex A, as and when requested by Canada during the period of the Contract.

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process".

#### 1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire commercial testing laboratory services for additional Analysis Parameters to evaluate Drinking Water or Wastewater quality under the same conditions and at the prices to be negotiated with the Contractor at the time of inclusion. The option may only be exercised by the Contracting Authority and will be evidenced through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 1.2 Task Authorization

##### 1.2.1 Task Authorization Process

###### 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.

###### Task Authorization Process:

1. The Technical Authority or designate will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E. All the Correctional Institutions listed in Appendix I to Annex A that require the Services in the Region(s) for which this Contract applies, as identified in Annex C, Contractor Service Centre and Laboratory Facilities, are permitted to authorize tasks under this Contract
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 Technical 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 Technical 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.

### 1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$45,000.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

The Correctional Institutions listed in Appendix I to Annex A that require the Services in the Region(s) for which this Contract applies, as identified in Annex C, Contractor Service Centre and Laboratory Facilities, may authorize individual task authorizations up to a limit of \$1,000.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of these limits must be authorized by the Contracting Authority before issuance.

## 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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Term of Contract

### 3.1 Period of Contract

The period of the Contract is for three (3) years from date of Contract.

### 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 prior to the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 4. Authorities

### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

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Lena Bootsma  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
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K1A 0S5

Telephone: 819-956-1751  
Facsimile: 819-997-2229  
E-mail address: lena.bootsma@tpsgc-pwgsc.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 Technical Authority

The Technical Authority for the Contract is:

(To be inserted at Contract Award)

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

All the Correctional Institutions listed in Appendix I to Annex A that require the Services in the Region(s) for which this Contract applies, as identified in Annex C, Contractor Service Centre and Laboratory Facilities, are permitted to authorize tasks under this Contract as designates of the Technical Authority.

The Technical 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 Technical Authority; however, the Technical 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

(To be inserted at Contract Award)

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_

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Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 5. Payment

### 5.1 Basis of Payment

The following type of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B.

#### Ceiling Price TA

The Contractor will be reimbursed its 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 ceiling price specified in the approved TA. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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 Technical Authority before their incorporation into the Work.

### 5.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 5.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs

duties are excluded and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.
4. 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 Method of Payment**

**5.3.1** Payments will be made not more frequently than once a month.

**5.3.2** Depending on the method of payment specified in the applicable TA, one of the following method of payment clauses will apply.

#### **5.3.2.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Task Authorization and the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

#### **5.3.2.2 Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Task Authorization and the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Task Authorization and the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

## 5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0305C (2008-05-12), Cost Submission

## 5.5 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

## 6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. The invoice must show the Task Authorization (TA) number. Invoices cannot be submitted until all work identified on the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) One (1) copy must be submitted in an electronic format to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment. Microsoft Word, Adobe Reader (.pdf) formats are acceptable.
  - (b) One (1) copy must be submitted in an electronic format to the Contracting Authority identified under the section entitled "Authorities" of the Contract. Microsoft Word, Adobe Reader (.pdf) formats are acceptable.

## 7. Certifications

- 7.1 Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if 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.

## 7.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

## 8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

## 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 (2012-11-19, General Conditions - Higher Complexity - Services;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;

- (e) Annex C, Contractor Service Centre and Laboratory Facilities;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any) ;
- (h) the Contractor's bid dated \_\_\_\_\_

## 10. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

## 11. SACC Manual Clause

D3015C (2007-11-30), Dangerous Goods/Hazardous Products

## 12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

## 13. 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. 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:

- Q1 - 1st quarter: April 1 to June 30;
- Q2 - 2nd quarter: July 1 to September 30;
- Q3 - 3rd quarter: October 1 to December 31; and
- Q4 - 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

### 13.1 Reporting Requirement- Details

The quarterly reports must be provided in the following format:

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**A) Usage by Authorized Task (preferably in Excel format)**

<b>Contract Number:</b>						
<b>Reporting Period:</b> Fiscal Year / Quarterly period		Eg. 2013-2014			Eg. Q1 (Apr-Jun)	
<b>Task Authorization or Task Revision No.</b>	<b>Region</b>	<b>Correctional Institution(s)</b> (if for all Institutions in the Region, state "ALL")	<b>Technical Authority or Designate</b>	<b>Total Cost Specified in TA (GST/HST extra)</b>	<b>Total Amount Expended to date</b> (GST/HST extra)	<b>Active Status of TA</b> (complete/ active)

**B) Usage for All Authorized Tasks**

- (i) the amount (GST or HST extra) specified in the contract 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.

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## ANNEX A REQUIREMENT

### 1.0 Title

Chemical / physical, and microbiological analysis of drinking water and wastewater.

### 2.0 Background

Correctional Service Canada (CSC) is the federal government department responsible for carrying out sentences imposed by courts through the safe and humane custody and supervision of offenders and assisting in the rehabilitation of offenders and their reintegration into the community as law-abiding citizens.

While carrying out its mandate, CSC must ensure operations at correctional institutions across Canada conform to applicable environmental and health regulations, guidelines and limits. With respect to drinking water, CSC is responsible under the Canada Labour Code to ensure the provision of safe drinking water in all institutions. In order to do this, CSC staff regularly collects drinking water samples for analysis to ensure compliance with the Guidelines for Canadian Drinking Water Quality. Similarly with wastewater, CSC must ensure wastewater effluent discharges at correctional institutions that treat wastewater on site meet, as a minimum, federal discharge guidelines or regulations, or more stringent provincial or municipal local discharge limits, and as such staff collects wastewater samples for analysis on a regular basis.

### 3.0 Objective

Correctional Service Canada requires the provision of commercial testing laboratory services to evaluate the Drinking Water and Wastewater quality of Correctional Institutions across Canada, as listed in Appendix I to Annex A by the five (5) Regions: Atlantic (New Brunswick and Nova Scotia), Quebec, Ontario, Prairie (Manitoba, Saskatchewan, and Alberta), and Pacific (British Columbia). There are two Services for the testing of Analysis Parameters as detailed in Appendix II to Annex A, Service Packages and Analysis Parameters. The estimated annual utilization for these Services per Institution is detailed in Appendix III to Annex A. These Services are:

(1) Drinking Water Services , which includes:

Service 1A – Drinking Water Microbiological

Service 1B – Drinking Water Chemical-Physical

(2) Wastewater Services , which includes:

Service 1C – Wastewater Microbiological

Service 1D – Wastewater Chemical-Physical

### 4.0 Relevant Information / Material

The most recent version of the following information or material applies to and forms part of the work :

- Standard Council of Canada (SCC) - <http://palcan.scc.ca/SpecsSearch/GLSearchForm.do?language=en>
- Canadian Association for Laboratory Accreditation (CALA) - <http://67.22.232.63/search.php?wld=s>

- Accreditation bodies recognized under Mutual Recognition Arrangements from Programme d'accréditation des laboratoires d'analyse (PALA) from the Province of Québec - <http://www.ceaeq.gouv.qc.ca/accreditation/PALA/Ila01.htm>  
[http://www.ceaeq.gouv.qc.ca/documents/publications/listes.htm#labo\\_accr](http://www.ceaeq.gouv.qc.ca/documents/publications/listes.htm#labo_accr)
- Canada Labour Code (Section 125 (1)(j) in Part II )  
(<http://laws-lois.justice.gc.ca/eng/acts/L-2/page-53.html>)
- Guidelines for Canadian Drinking Water Quality  
(<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>)
- Standard Methods for the Examination of Water & Wastewater (<http://www.standardmethods.org/>)
- Methods of the United States Environmental Protection Agency  
([http://water.epa.gov/scitech/drinkingwater/labcert/methods\\_index.cfm](http://water.epa.gov/scitech/drinkingwater/labcert/methods_index.cfm))

#### Provincial Regulations/Guidelines:

- Nova Scotia– <http://www.gov.ns.ca/nse/water/waterquality.asp>
- New Brunswick

[http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy\\_environments/content/drinking\\_water\\_guidelines.html](http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/drinking_water_guidelines.html)

- Quebec - <http://www.mddep.gouv.qc.ca/eau/potable/brochure-en/index.htm>
- Ontario - [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030169\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030169_e.htm)
- Manitoba – <http://www.gov.mb.ca/waterstewardship/odw/reg-info/acts-regs/index.html>
- Saskatchewan – [www.saskwater.com/WhatWeDo/pdfs/Drinking%20Water%20Standards.pdf](http://www.saskwater.com/WhatWeDo/pdfs/Drinking%20Water%20Standards.pdf)
- Alberta – <http://environment.alberta.ca/01220.html>
- British Columbia - <http://www.crd.bc.ca/water/waterquality/regulations.htm>

## 5.0 Scope

On an as and when requested basis, the Contractor must provide chemical, physical and microbiological analytical testing services of drinking water and wastewater samples for the Analysis Parameters as identified in Appendix II to Annex A, Service Packages and Analysis Parameters, for all institutions within each Region, as applicable to the Contract. The Contractor must perform the analytical testing in accordance with the most recent version of the Standard Methods for the Examination of Water & Wastewater, approved methods of the United States Environmental Protection Agency (US EPA), or Provincial analytical methodology applicable to the Province from which the sample is derived.

The Laboratory(ies) and Service Centre(s) (refer to Article 8.0) performing the Work must be located within the same Region as the Institution(s). The Laboratory(ies) must have and maintain throughout the period of the contract valid accreditation as a Testing Laboratory from an acceptable accreditation body. For Laboratories located in the Province of Quebec, licensing or approval as a Testing Laboratory from the Provincial body is also acceptable. The methods used to perform the analytical testing must be included under the Scope of Accreditation of the Laboratory performing the work. For Laboratories located in the Province of Quebec, licensing or approval of the methods by the Provincial body is also acceptable. Acceptable accreditation bodies are: the Canadian Association for Laboratory Accreditation (CALA), the Standards Council of Canada (SCC) or the Programme d'accréditation des laboratoires d'analyse (PALA) from the Province of Québec.

## 6.0 Tasks/Technical Specifications

### 6.1 Equipment and Supplies

The Contractor must supply all the equipment, supplies and services required to carry out the Work of a Task Authorization for analytical testing issued for any and all institutions within each applicable Region, including but not limited to that listed below. The supply of equipment, supplies and services will not be included as a line item on a Task Authorization and the associated costs must be included in the all-inclusive price of the testing.

- a) sample containers in accordance with the analytical methods for the analysis requested, containing the appropriate preservatives as applicable;
- b) shipping coolers, ice packs, labels, chain-of-custody forms (paper and electronic format);
- c) sampling instructions;
- d) instruction on sample quantity required;
- e) shipping services for the monthly delivery of sample containers and supplies to the location(s) specified in the Task Authorization, and for the weekly pick-up of samples for shipment to the laboratory for analysis. Scheduled pick-up must not be earlier than 10am. There may be occasions where additional delivery and pick-up will be required.

### 6.2 Analytical Testing

The Contractor's Laboratory must be able to receive samples during normal business hours (Monday through Friday 9am-5pm). The Contractor must ensure that their shipping service delivers all samples for Service 1A, Drinking Water Microbiological, from the Correctional Institution to the laboratory performing the testing within 20 hours, with the exception of Port-Cartier Institution in the Quebec Region which must be within 44 hours. The shipping time must be minimized due to the sample hold time requirement for maintenance of microbiological sample integrity, as indicated in the Guidelines for Canadian Drinking Water Quality Guideline Technical Document, Escherichia coli, Handling of Samples Procedures. The temperature of microbiological samples must be below 10°Celsius, but not frozen, when they arrive at the laboratory. Each sample will have a unique alpha numeric identification number assigned to it by CSC. The samples will be accompanied by the Chain-of-Custody (CofC) form originally provided by the Contractor.

If the microbiological samples are received after 24 hours (48 hours for Port-Cartier) from the time of sample collection (as identified on the CofC form) or above 10° Celsius or frozen, the Contractor must notify the CSC representative on the CofC form by phone within one hour of receipt. Any cost resulting from retesting that is required as a result of damage or adulteration to samples after pick-up will be the responsibility of the Contractor.

The Contractor must perform analytical testing of the samples for the Analysis Parameters requested.

**For the analytical testing of the Analysis Parameters requested the Contractor must:**

- a) Store samples upon receipt in accordance with the analytical method for the analysis requested.

- b) Perform the requested analysis within the turnaround time detailed at Section 6.3, and using the methodology prescribed in the most recent version of the Standard Methods for the Examination of Water & Wastewater, approved US EPA methodology, or applicable Provincial analytical methodology;
- c) Use units of CFU/100mL for Microbiological analysis and reporting (Service 1A and 1C);
- d) Perform Service 1B, Drinking Water Chemical/Physical with practical quantitation limits below the parameter guideline listed in the most recent version of the Guidelines for Canadian Drinking Water Quality;
- e) Upload the Results Report within the turnaround time and format detailed at Section 6.3;
- f) Provide the Certificate of Analysis when requested.

### 6.3 Turnaround Time and Reporting

The Laboratory must complete the analytical testing and deliver the results of analysis within the prescribed time and format indicated in the table below. There may be occasions where the Laboratory will be requested to provide rush analysis and reporting on a set of samples for Service 1A, Drinking Water Microbiological, beyond what is indicated in the table.

**Rush** – Begin analysis upon receipt of samples, within one (1) hour.

**Adverse Results** – Results that do not conform to the Canadian Drinking Water Quality Guidelines.

**Working Days** = Weekdays, Monday through Friday.

#### Results Report –

The Contractor must upload the Results Report electronically through the world-wide web to CSC's web-based database using a text file format. Any infrastructure required to achieve the aforementioned capability is at the cost of the Contractor. CSC will make arrangements with the web-based database provider to contact the Contractor with instructions for the upload of the Results Report. At a minimum, the Results Report must contain the information from the Chain-of-Custody form and the information regarding the results of analysis for the following fields in separate columns:

- i. Sample collection date
- ii. Sample collection time
- iii. Sample receipt date
- iv. Sample receipt time
- v. Sample Point ID
- vi. Analysis Parameter
- vii. Analysis Result
- viii. Analysis Units
- ix. Analysis Method
- x. Date Analyzed

- xi. Method Detection Limit
- xii. Lab Remarks
- xiii. Sample Comments from Chain of Custody
- xiv. Sample Collector Name
- xv. Chlorine Residual

Service	1A: Drinking Water Microbiological	1B: Drinking Water Chemical-Physical	1C: Wastewater Microbiological	1D: Wastewater Chemical-Physical
<b>Analysis Turnaround Time</b>	Within 24 hours of sample receipt	As specified by the analytical method	As specified by the analytical method	
<b>Reporting Turnaround Time</b>	Adverse Results or Rush analysis – within one (1) hour of analysis completion			
	Non-Adverse Results – within 5 working days of analysis completion		Within 10 working days of analysis completion	
<b>Reporting Format</b>	All Adverse Results or Rush analysis must be reported to the CSC representative on the Chain-of-Custody form by phone within one hour of analysis completion with a follow-up email. Upload of Results Report to web- based database within 5 working days.		Upload of Results Report to web-based database	
	Non-Adverse Results – upload of Results Report to web-based database			

## 7.0 Deliverables

The Contractor must deliver the results of analysis for the Analysis Parameters as and when requested, in accordance with Section 6.3.

## 8.0 Service Centre and Client Representative

The Contractor must assign one location per Region as the main location to act as a Service Centre within the Region for the purposes of receiving Task Authorizations, receiving samples from any and all Institution(s) within the Region, answering enquiries related to the Work, and invoicing. The Contractor must first receive approval in writing from the Technical Authority to ship a sample(s) directly from the Institution(s) to a Laboratory location that differs from the Service Centre. The Contractor must assign a Client Representative at the Service Centre for the CSC account as the main point of contact. This person must have a strong background knowledge of analytical laboratory operations and an in-depth understanding of client needs, as proven by a minimum of 5 years experience in the laboratory testing field within the past 10 years, in the role of interfacing between the lab and the client, acting as the prime contact to resolve problems and provide clarifications to client enquiries.

## 9.0 Language

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The Contractor must be able to correspond with Correctional Service Canada in both official languages if their laboratory is located in a Bilingual Region of Canada. The List of Bilingual Regions of Canada for Language-of-Work Purposes is found at the following internet address:

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/offlang/chap5\\_101-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/offlang/chap5_101-eng.asp)

If the Contractor's laboratory is not located in a Bilingual Region of Canada, correspondence may be in either official language. The language of correspondence will be defined in the Task Authorization to the Contractor.

## **10.0 Shipping and sample pick up**

Shipping and sample pick up and all associated costs are the Contractor's responsibility.

## **11.0 CSC Responsibilities**

It is the responsibility of CSC to:

- a) provide a list of the analysis and number of samples to be collected in order for the Contractor to ship the appropriate number and type of sampling supplies (such as bottles, coolers, ice packs);
- b) store the supplies provided by the Contractor in a manner that will maintain their integrity for use;
- c) collect the samples using the appropriate containers provided by the Contractor in accordance with the analytical methods for the analysis requested;
- d) package samples with the appropriate shipping coolers, ice packs, labels, and chain-of-custody form for return shipment to the Contractor's laboratory;
- e) collect the Drinking Water Microbiological samples no greater than four (4) hours before scheduled pick-up;
- f) make arrangements with the web-based database provider to contact the Contractor with instructions for the upload of the Results Report;

## Appendix I to Annex A Correctional Institutions

<b>Atlantic Region</b>	
Nova Institution for Women	180 James Street, Truro, NS B2N 6R8
Springhill Institution	330 McGee Street, Springhill, NS B0M 1X0
Atlantic Institution	13175 Route 8, Renous, NB E9E 2E1
Dorchester Penitentiary and Westmorland Institution	4902 Main Street, Dorchester, NB E4K 2Y9
<b>Quebec Region</b>	
Montée Saint-Francois Institution and Leclerc Institution and Federal Training Centre	600 Montée Saint-Francois, Laval, QC H7C 1S5 400 Montée Saint-Francois, Laval, QC H7C 1S7 6099 Lévesque Boulevard E, Laval, QC H7C 1P1
Cowansville Institution	400 Fordyce Avenue, Cowansville, QC J2K 3G6
Donnacona Institution	1537 Highway 138, Donnacona, QC G3M 1C9
Drummond Institution	2025 Jean-de-Brebeuf Blvd., Drummondville, QC J2B 7Z6
Joliette Institution	400 Marsolais Street, Joliette, QC J6E 8V4
La Macaza Institution	321 Chemin de l'Aéroport, La Macaza, QC J0T 1R0
Port-Cartier Institution	Chemin de l'Aéroport, Port-Cartier, QC G5B 2W2
Sainte-Anne-des-Plaines Institution and Archambault Institution and Regional Reception Centre	244 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0 242 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0 246 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0
<b>Ontario Region</b>	
Bath Institution and Millhaven Institution	5775 Bath Rd. PO Box 1500, Bath, ON K0H 1G0 Highway 33, PO Box 280, Bath, ON K0H 1G0
Beaver Creek Institution and Fenbrook Institution	PO Box 1240 Gravenhurst, ON P1P 1W9 2000 Beaver Creek Dr., PO Box 5000, Gravenhurst, ON P1P 1Y2
Collins Bay Institution and Frontenac Institution	1455 Bath Rd, PO Box 190, Kingston, ON K7L 4V9 1455 Bath Rd, PO Box 7500, Kingston, ON K7L 5E6
Grand Valley Institution for Women	1575 Homer Watson Blvd., Kitchener, ON N2P 2C5
Joyceville Institution and Pittsburgh Institution	Highway 15, PO Box 880, Kingston, ON K7L 4X9 Highway 15, No. 3766, PO Box 4510, Kingston, ON K7L 5E5
Kingston Penitentiary and Regional Treatment Centre	560 King Street West, PO Box 22, Kingston, ON K7L 4V7 560 King Street West, PO Box 22, Kingston, ON K7L 4V7
Warkworth Institution	County Road #29, PO Box 760 Campbellford, ON K0L 1L0
<b>Prairie Region</b>	
Bowden Institution	Highway #2, PO Box 6000, Innisfail, AB T4G 1V1
Drumheller Institution	Highway #9, PO Box 3000, Drumheller, AB T0J 0Y0
Edmonton Institution for Women	11151-178th Street, Edmonton, AB T5S 2H9
Edmonton Institution	21611 Meridian Street, Edmonton, AB T5J 3H7
Grande Cache Institution	Hoppe Avenue, Bag 4000, Grande Cache, AB T0E 0Y0

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Grierson Centre	9530-101st Avenue, Edmonton, AB T5H 0B3
Okimaw Ohci Healing Lodge	PO Box 1929, Maple Creek, SK S0N 1N0
Pê Sâkâstêw Centre	Highway #2A, PO Box 1500, Hobbema, AB T0C 1N0
Regional Psychiatric Centre	2520 Central Avenue N, PO Box 9243, Saskatoon, SK S7K 3X5
Riverbend Institution and Saskatchewan Penitentiary	15th Street W, PO Box 850, Prince Albert, SK S6V 5S4 15th Street W, PO Box 160, Prince Albert, SK S6V 5R6
Rockwood Institution and Stony Mountain Institution	Highway #7, PO Box 72, Stony Mountain, MB R0C 3A0 Highway #7, PO Box 4500, Winnipeg, MB R3C 3W8
Willow Cree Healing Centre	PO Box 520, Duck Lake, SK S0K 1J0
<b>Pacific Region</b>	
Kent Institution and Mountain Institution	4732 Cemetery Rd., PO Box 1500, Agassiz, BC V0M 1A0 4732 Cemetery Rd., PO Box 1600, Agassiz, BC V0M 1A0
Kwîkwêxwelhp Healing Village	Harrison Mills, BC (off Morris Valley Rd) V0M 1L0
Matsqui Institution and Fraser Valley Institution for Women and Pacific Institution/Regional Treatment Centre	33344 King Rd., PO Box 2500, Abbotsford, BC V2S 4P3 33344 King Rd., Abbotsford, BC V2S 6J5 33344 King Rd., PO Box 3000, Abbotsford, BC V2S 4P4
Mission Institution and Ferndale Institution	8751 Stave Lake St., PO Box 60, Mission, BC V2V 4L8 33737 Dewdney Trunk Rd., PO Box 50, Mission, BC V2V 4L8
William Head Institution	6000 William Head Rd., Victoria, BC V9C 0B5

## Appendix II to Annex A Service Packages and Analysis Parameters

<b>Drinking Water Services</b>							
<b>Service 1A: Drinking Water - Microbiological Service Packages and Analysis Parameters</b>							
<b>1A1 - EC&amp;TC</b>							
1	E.Coli (EC)	2	Total Coliform (TC)				
<b>1A2 - HPC</b>							
1	Heterotrophic Plate Count (HPC)						
<b>Service 1B: Drinking Water - Chemical/Physical Service Packages and Analysis Parameters</b>							
<b>1B1 - Organics</b>							
1	Alachlor	2	Aldicarb	3	Aldrin + Dieldrin	4	Atrazine + N-dealkylated metabolites
5	Azinphos-methyl	6	Bendiocarb	7	Benzene	8	Benzo(a)pyrene
9	Bromoxynil	10	Carbaryl	11	Carbofuran	12	Carbon Tetrachloride
13	Chlorpyrifos	14	Cyanazine	15	Diazinon	16	Dicamba
17	1,2-Dichlorobenzene	18	1,4-Dichlorobenzene	19	1,2-dichloroethane	20	1,1-Dichloroethylene (vinylidene chloride)
21	Dichloromethane	22	2,4-Dichlorophenol	23	2,4-Dichlorophenoxy acetic acid (2,4-D)	24	Diclofop-methyl
25	Dimethoate	26	Dinoseb	27	Diquat	28	Diuron
29	Glyphosate	30	Malathion	31	Methoxychlor	32	2-Methyl-4-chlorophenoxyacetic acid (MCPA)
33	Metolachlor	34	Metribuzin	35	Monochlorobenzene	36	Paraquat
37	Parathion	38	Pentachlorophenol	39	Phorate	40	Picloram
41	Prometryne	42	Simazine	43	Terbufos	44	Tetrachloroethylene (perchloroethylene)
45	2,3,4,6-Tetrachlorophenol	46	Trichloroethylene	47	2,4,6-Trichlorophenol	48	Trifluralin
49	Vinyl Chloride	50	Xylenes - total				
<b>1B2 - HAAs</b>							
1	Haloacetic Acids - Total (HAAs)						
<b>1B3 - Lead</b>							
1	Lead						
<b>1B4 - Metals Scan</b>							

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1	Aluminum	2	Antimony	3	Arsenic	4	Barium
5	Boron	6	Cadmium	7	Chromium	8	Copper
9	Iron	10	Manganese	11	Selenium	12	Sodium
13	Uranium	14	Zinc				
<b>1B5 Anions</b>							
1	Chloride	2	Flouride	3	Nitrate	4	Nitrite
5	Sulphate						
<b>1B6 - THMs</b>							
1	Trihalomethanes-total (THMs)						
<b>1B7 Chemistry</b>							
1	pH	2	Hardness (CaCO3)	3	Conductivity	4	Alkalinity
<b>1B8 - Turbidity</b>							
1	Turbidity						
<b>1B9 - TOC</b>							
1	Total Organic Carbon (TOC)						
<b>1B10 - TDC</b>							
1	Total Dissolved Solids (TDS)						
<b>1B11 - Ammonia</b>							
1	Ammonia						

<b>Wastewater Services</b>							
<b>Service 1C: Wastewater - Microbiological Service Packages and Analysis Parameters</b>							
<b>1C1 - TC</b>							
1	Total Coliform (TC)						
<b>1C2 - FC</b>							
1	Fecal Coliform (FC)						
<b>Service 1D: Wastewater - Chemical/Physical Service Packages and Analysis Parameters</b>							
<b>1D1 - cBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD</b>							
1	Carbonaceous Biological Oxygen Demand (cBOD5)	2	Total Suspended Solids (TSS)	3	Total Ammonia as Nitrogen (NH4)	4	Total Kjeldahl Nitrogen (TKN)
5	Total Phosphorous (TP)	6	Nitrate as N (NO2)	7	Nitrite as N (NO3)	8	Chemical Oxygen Demand (COD)
<b>1D2 - Metal Scan</b>							
1	Aluminium	2	Arsenic	3	Antimony	4	Barium

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5	Beryllium	6	Boron	7	Cadmium	8	Chromium
9	Cobalt	10	Copper	11	Iron	12	Lead
13	Lithiumj	14	Manganese	15	Mercury	16	Molybdenum
17	Nickel	18	Silver	19	Strontium	20	Thallium
21	Tin	22	Titanium	23	Selenium	24	Uranium
25	Vanadium	26	Zinc				
<b>1D3 - VOCs</b>							
1	Wastewater Volatile Organic Compounds (VOCs)						
<b>1D4 - pH&amp;Conductivity</b>							
1	pH	2	Conductivity				
<b>1D5 - Oil&amp;Grease</b>							
1	Oil and Grease (Total, Mineral, and Non Mineral)						
<b>1D6 - sVOCs&amp;PAHs</b>							
1	Semi-Volatile Organic Compounds (sVOCs) & Polyaromatic Hydrocarbons (PAHs)						
<b>1D7 - Total Petroleum Hydrocarbons</b>							
1	Total Petroleum Hydrocarbons						
<b>1D8 - Alkylphenol Ethoxylates (Detergent)</b>							
1	Alkylphenol Ethoxylates (Detergent)						
<b>1D9 - Orthophosphates and Sulphates</b>							
1	Orthophosphates and Sulphates						



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Quebec Region		Estimated Annual Utilization* per Service Package**																										
		Drinking Water									Wastewater***																	
		Service 1A			Service 1B						Service 1C			Service 1D														
Institution	Water Supply/ Wastewater Treatment	1A1	1A2	1B	1B	1B3	1B	1B	1B	1B	1B	1B	1B	1B	1B	1B	1B	1C	1C	1C	1D							
Montée Saint-Francois Institution and Leclerc Institution and Federal Training Centre	Municipal / Municipal	208	150	1	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
Cowansville Institution	Municipal / On Site	52	52	1	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
Donnacona Institution	Municipal / Municipal	52	52	1	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
Drummond Institution	Municipal / Municipal	52	52	1	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
Joliette Institution	Municipal / Municipal	52	52	1	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
La Macaza Institution	On Site Surface Water / On Site	75	75	2	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
Port-Cartier Institution	Municipal / Municipal	52	52	1	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
Sainte-Anne-des-Plaines Institution and Archambault Institution and Regional Reception Centre	On Site Groundwater / On Site	156	156	2	Organics	HAAs	Lead	Metals Scan	Anions	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EC&TC	EC & TC									
<b>Quebec Totals:</b>		<b>1196</b>	<b>364</b>	<b>10</b>	<b>8</b>	<b>124</b>	<b>10</b>	<b>4</b>	<b>104</b>	<b>31</b>	<b>108</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>24</b>	<b>24</b>	<b>48</b>	<b>2</b>										

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Ontario Region		Estimated Annual Utilization* per Service Package**																								
		Drinking Water										Wastewater***														
		Service 1A					Service 1B					Service 1C					Service 1D									
Institution	Water Supply/ Wastewater Treatment	EC & TC	HPc	Organics	HAA5	Lead	Metals Scan	Anion	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	Metal Scan	VOCs	pH & Conductivity	Oil and Grease	SVOCs & PAHs	Total Petroleum Hydrocarbons	Alkylphenol Ethoxylates (Detergent)	Orthophosphates and Sulphates	
Bath Institution and Millhaven Institution	Municipal / Municipal	312	72	1		24	1		12	2																
Beaver Creek Institution and Fenbrook Institution	Municipal / Municipal	208	48	1		16	1		16	2																
Collins Bay Institution and Frontenac Institution	Municipal / Municipal	208	48	1		16	1		16	2																
Grand Valley Institution for Women	Municipal / Municipal	104	24	1		8	1		8	2																
Joyceville Institution and Pittsburgh Institution	On Site Surface Water / On Site	260	104	2	4	20	4	2	16	75	12	12		17	12	12	24	1	1	24	12	1	1	1	1	1
Kingston Penitentiary and Regional Treatment Centre	Municipal / Municipal	260	60	1		20	1		16	2																
Warkworth Institution	Municipal / On Site	208	48	1		16	1		16	2					12	12	24	1	1	24	12	1	1	1	1	1
<b>Ontario Totals:</b>		<b>1560</b>	<b>404</b>	<b>8</b>	<b>4</b>	<b>432</b>	<b>10</b>	<b>2</b>	<b>100</b>	<b>87</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>17</b>	<b>24</b>	<b>24</b>	<b>48</b>	<b>2</b>	<b>2</b>	<b>48</b>	<b>24</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>





## ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with this Basis of Payment, GST/HST extra. All costs associated with all Deliverables as appropriate, are included in the unit price.

### (1) DRINKING WATER SERVICES

#### SERVICE 1A: DRINKING WATER - MICROBIOLOGICAL

**Table 1 – Base Price**

Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1A1 - EC&TC	\$	\$	\$	\$	\$
1A2 - HPC	\$	\$	\$	\$	\$

**Table 2 - Surcharge**

Service Package	Surcharge for Rush Analysis Firm All-Inclusive Unit Price per Service Package* (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1A1 - EC&TC	\$	\$	\$	\$	\$
1A2 - HPC	\$	\$	\$	\$	\$

\* This is a fixed price charged in addition to the Base Price from Table 1.

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**SERVICE 1B: DRINKING WATER - CHEMICAL/PHYSICAL**

Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1B1 - Organics	\$	\$	\$	\$	\$
1B2 - HAAs	\$	\$	\$	\$	\$
1B3 - Lead	\$	\$	\$	\$	\$
1B4 - Metals Scan	\$	\$	\$	\$	\$
1B5 - Anions	\$	\$	\$	\$	\$
1B6 - THMs	\$	\$	\$	\$	\$
1B7 - Chemistry	\$	\$	\$	\$	\$
1B8 - Turbidity	\$	\$	\$	\$	\$
1B9 - TOC	\$	\$	\$	\$	\$
1B10 - TDS	\$	\$	\$	\$	\$
1B11 - Ammonia	\$	\$	\$	\$	\$

**(2) WASTEWATER SERVICES****SERVICE 1C: WASTEWATER MICROBIOLOGICAL**

Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1C1- TC	\$	\$	\$	\$	\$
1C2 - FC	\$	\$	\$	\$	\$

**SERVICE 1D: WASTEWATER CHEMICAL/PHYSICAL**

Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1D1 - cBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	\$	\$	\$	\$	\$
1D2 - Metal Scan	\$	\$	\$	\$	\$
1D3 - VOCs	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	\$	\$	\$	\$	\$
1D5 - Oil&Grease	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	\$	\$	\$	\$	\$
1D8 - Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D9 - Orthophosphates and Sulphates	\$	\$	\$	\$	\$

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## ANNEX C CONTRACTOR SERVICE CENTRE AND LABORATORY FACILITIES

(To be Inserted at Contract Award)

Region	Services
eg: ATLANTIC	Eg: Drinking Water Services (Service 1A and Service 1B)
Service Centre	Laboratory Representative
Name: Address: PBN:	Name: Telephone: Fascimile: E-mail:
Testing Laboratory Facility(ies)	
Name:	
Address:	
Name:	
Address:	
Name:	
Address:	
<b><i>Add more rows as applicable</i></b>	

Region	Services
eg: QUEBEC	Eg: Wastewater Services (Service 1C and Service 1D)
Service Centre	Laboratory Representative
Name: Address: PBN:	Name: Telephone: Fascimile: E-mail:
Testing Laboratory Facility(ies)	

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Name: Address:
Name: Address:
Name: Address:
<b><i>Add more rows as applicable</i></b>

***Add more Regions as applicable***

## ANNEX D INSURANCE REQUIREMENTS

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.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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## ANNEX E TASK AUTHORIZATION FORM

**PWGSC FILE NO.:** \_\_\_\_\_

**CONTRACT SERIAL NO.:** \_\_\_\_\_

**TASK NO.:** \_\_\_\_\_

**AMENDMENT NO.:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**REASON FOR AMENDMENT, IF APPLICABLE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.0 DESCRIPTION OF THE WORK:** As follows \_\_\_\_\_ See attached \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deliverables :** As follows \_\_\_\_\_ See attached \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Delivery Date(s) :** As follows \_\_\_\_\_ See attached \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**2. COST BREAKDOWN** See attached \_\_\_\_\_

With the exception of the firm unit prices per Service Package, the amounts shown in the various items specified in the attached are estimates only. Minor changes to these estimates will be accepted, provided that these changes have the prior approval of the Technical Authority, and provided that the cost does not exceed the Total Estimated Cost indicated below. At the end of the period of Work specified in this Task Authorization, any resulting approved changes for the period, if applicable, will be reflected in an Amendment to this Task Authorization.

**TOTAL ESTIMATED COST to a CEILING PRICE :** \$ \_\_\_\_\_  
(GST/HST extra, as applicable)

**3. BASIS OF PAYMENT :**

\_\_\_\_\_ Ceiling Price \$ \_\_\_\_\_ (GST/HST extra)

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**4. METHOD OF PAYMENT :**

\_\_\_\_ Single payment

\_\_\_\_ Monthly payments

\*\*\*\*\*

**5.0 APPROVALS:**

APPROVED: \_\_\_\_\_  
Technical Authority Signature Date

APPROVED: \_\_\_\_\_  
(if required) Finance/Administration (client) Signature Date

APPROVED: \_\_\_\_\_  
(if required) PWGSC Contracting Authority Signature Date

## ATTACHMENT 1 MANDATORY TECHNICAL CRITERIA

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

- M1.** The Bidder must identify the location that the Bidder assigns as the main location to act as the Service Centre within the Region for the purposes of receiving Task Authorizations, receiving samples, answering inquiries related to the Work, and invoicing. The Service Centre must be located within the same Region as that for which this technical bid is submitted.
- M2.** The Bidder must demonstrate that the Client Representative at the Service Centre that is assigned to CSC samples has five (5) years experience within the last ten (10) years, from the time of bid closing, working in the laboratory testing field in the role of interfacing between the lab and the client, acting as the prime contact to resolve problems and provide clarifications to client enquiries, by providing a copy of the representative's resume.
- M3.** The Bidder must demonstrate the laboratory(ies) performing the work, including any proposed subcontractor(s), are located within the Region for which the bid has been submitted and have valid accreditation as a Testing Laboratory from an acceptable accreditation body. The Bidder must demonstrate this by providing a copy of the certificate of accreditation, license, or letter from the applicable body.

Acceptable accreditation bodies are: the Canadian Association for Laboratory Accreditation (CALA), the Standard Council of Canada (SCC), or the Programme d'accréditation des laboratoires d'analyse (PALA) from the Province of Québec. For Laboratories located in the Province of Quebec, licensing or approval as a Testing Laboratory from the Provincial body is also acceptable.

- M4.** The Bidder must identify the Laboratory and the Methods of Analysis (identifying name and number) which the Bidder, or its' proposed subcontractor if applicable, will use to perform the analytical testing for each and every Analysis Parameter listed in Appendix II to Annex A, Service Packages and Analysis Parameters, for the Services bid (Drinking Water Services or Wastewater Services). If the bid is for Drinking Water Services, the Bidder must also indicate the Practical Quantitation Limit of the identified Methods for the Analysis Parameters listed under Service 1B, Drinking Water Chemical/Physical.

The Methods of Analysis submitted for the Analysis Parameters:

- a) must be that prescribed in the most recent version of the Standard Methods for the Examination of Water & Wastewater, approved EPA methodology, or approved Provincial analytical methodology for the province(s) of the Region;
- b) for Service 1B, Drinking Water Chemical/Physical, must have a Practical Quantitation Limit below the parameter guideline listed in the most recent version of the Guidelines for Canadian Drinking Water Quality;
- c) must be under the Scope of Accreditation of the laboratory(ies) that would be performing the Work, as accredited by an acceptable accreditation body listed in M3. For laboratories located in the Province of Quebec, license or approval of the methods from the Provincial

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body is also acceptable. As described in Part 5, Certifications, 2.7, Method of Analysis Certification, Canada will request the accreditation documentation to verify the Bidder's compliance before award of a contract.

## ATTACHMENT 2 FINANCIAL BID PRESENTATION SHEETS

A Financial Bid Presentation Sheet is provided for each Region-Services combination:

Atlantic Region - Drinking Water Services 1A and 1B  
 Atlantic Region - Wastewater Services 1C and 1D  
 Quebec Region - Drinking Water Services 1A and 1B  
 Quebec Region - Wastewater Services 1C and 1D  
 Ontario Region - Drinking Water Services 1A and 1B  
 Ontario Region - Wastewater Services 1C and 1D  
 Prairie Region - Drinking Water Services 1A and 1B  
 Prairie Region - Wastewater Services 1C and 1D  
 Pacific Region - Drinking Water Services 1A and 1B  
 Pacific Region - Wastewater Services 1C and 1D

The Bidder should complete the Financial Presentation Sheet(s) applicable to the Region-Services combination(s) for which it has submitted a technical bid(s) and include it in its financial bid(s) once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid(s) for each of the periods specified below its quoted firm all inclusive unit price per Service Package (in Cdn \$) for all the Service Packages included in the Region- Services for which they are submitting a bid(s). The unit price is inclusive of labour, equipment, materials and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs.

For evaluation purposes only, the price of the bid will be determined as follows:

- (a) Each Region -Services combination is considered one bid.
- (b) Each financial bid will be evaluated separately on its own merit and the price of each bid submitted will be calculated as follows:
  - 1) Subtotal per Service Package = multiplying the estimated annual utilization indicated in the Financial Presentation Sheet by the sum of the unit price per Service Package for each year of the Initial Contract Period and each Option Period;
  - 2) Total Evaluated Bid Price = the sum of the Subtotals per Service Package for all Service Packages.

### Estimated Annual Utilization

The estimated annual utilization per Service Package and Region are as per Appendix III to Annex A. For evaluation purposes, each institution with no estimated annual utilization in Appendix III for a Drinking Water Service Package has been counted as having one (1) towards the total estimated annual utilization reflected in column (a) of the Financial Bid Presentation Sheet for that Service Package for the Region.

### Surcharge

The Surcharge for Service Packages 1A1 and 1A2 is a firm all-inclusive price per Service Package for Rush Analysis charged in addition to the Base Price. For evaluation purposes only, the annual utilization is estimated at 10% of the estimated annual utilization for the Service Package.

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**ATLANTIC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	520	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	152	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	52	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	15	\$	\$	\$	\$	\$	\$
1B1 - Organics	6	\$	\$	\$	\$	\$	\$
1B2 - HAAs	10	\$	\$	\$	\$	\$	\$
1B3 - Lead	44	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	6	\$	\$	\$	\$	\$	\$
1B5 - Anions	6	\$	\$	\$	\$	\$	\$
1B6 - THMs	32	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	11	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	9	\$	\$	\$	\$	\$	\$
1B9 - TOC	4	\$	\$	\$	\$	\$	\$
1B10 - TDS	5	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	4	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**ATLANTIC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	36	\$	\$	\$	\$	\$	\$
1C2 - FC	36	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	72	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	3	\$	\$	\$	\$	\$	\$
1D3 - VOCs	3	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	72	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	36	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	3	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	3	\$	\$	\$	\$	\$	\$
1D8 - Alkylphenol Ethoxylates (Detergent)	3	\$	\$	\$	\$	\$	\$
1D9 - Orthophosphates and Sulphates	3	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all WasteWater Service Packages)							\$

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**QUEBEC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1196	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	364	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	120	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	36	\$	\$	\$	\$	\$	\$
1B1 - Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	14	\$	\$	\$	\$	\$	\$
1B3 - Lead	124	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	10	\$	\$	\$	\$	\$	\$
1B6 - THMs	104	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	31	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	108	\$	\$	\$	\$	\$	\$
1B9 - TOC	12	\$	\$	\$	\$	\$	\$
1B10 - TDS	8	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	12	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**QUEBEC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	24	\$	\$	\$	\$	\$	\$
1C2 - FC	24	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	48	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	48	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Alkylphenol Ethoxylates (Detergent)	2	\$	\$	\$	\$	\$	\$
1D9 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for WasteWater Service Packages)							\$

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**ONTARIO REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1560	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	404	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	156	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	40	\$	\$	\$	\$	\$	\$
1B1 - Organics	8	\$	\$	\$	\$	\$	\$
1B2 - HAAs	10	\$	\$	\$	\$	\$	\$
1B3 - Lead	432	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	8	\$	\$	\$	\$	\$	\$
1B6 - THMs	100	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	87	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	18	\$	\$	\$	\$	\$	\$
1B9 - TOC	18	\$	\$	\$	\$	\$	\$
1B10 - TDS	7	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	23	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**ONTARIO REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	24	\$	\$	\$	\$	\$	\$
1C2 - FC	24	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	48	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	48	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Alkylphenol Ethoxylates (Detergent)	2	\$	\$	\$	\$	\$	\$
1D9 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all WasteWater Service Packages)							\$

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**PRAIRIE REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1404	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	400	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	140	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	40	\$	\$	\$	\$	\$	\$
1B1 - Organics	16	\$	\$	\$	\$	\$	\$
1B2 - HAAs	21	\$	\$	\$	\$	\$	\$
1B3 - Lead	120	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	15	\$	\$	\$	\$	\$	\$
1B5 - Anions	15	\$	\$	\$	\$	\$	\$
1B6 - THMs	100	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	30	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	12	\$	\$	\$	\$	\$	\$
1B9 - TOC	12	\$	\$	\$	\$	\$	\$
1B10 - TDS	12	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	12	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**PRAIRIE REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	6	\$	\$	\$	\$	\$	\$
1C2 - FC	6	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	30	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	30	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Alkylphenol Ethoxylates (Detergent)	2	\$	\$	\$	\$	\$	\$
1D9 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all WasteWater Service Packages)							\$

Solicitation No. - N° de l'invitation

21120-115473/A

Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

054sq

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

21120-115473

CCC No./N° CCC - FMS No./N° VME

**PACIFIC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	884	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	276	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	88	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	28	\$	\$	\$	\$	\$	\$
1B1 - Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	11	\$	\$	\$	\$	\$	\$
1B3 - Lead	68	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	7	\$	\$	\$	\$	\$	\$
1B5 - Anions	7	\$	\$	\$	\$	\$	\$
1B6 - THMs	52	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	17	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	5	\$	\$	\$	\$	\$	\$
1B9 - TOC	5	\$	\$	\$	\$	\$	\$
1B10 - TDS	5	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	5	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all Drinking Water Service Packages)							\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

21120-115473/A

054sq

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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**PACIFIC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	24	\$	\$	\$	\$	\$	\$
1C2 - FC	24	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	48	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	48	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Alkylphenol Ethoxylates (Detergent)	2	\$	\$	\$	\$	\$	\$
1D9 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
<b>Total Evaluated Bid Price</b> (Sum of Subtotal for all WasteWater Service Packages)							\$