

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## 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> BOILER REPAIR (up to 8700 KW)	
<b>Solicitation No. - N° de l'invitation</b> W0103-115066/A	<b>Date</b> 2013-02-07
<b>Client Reference No. - N° de référence du client</b> W0103-115066	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-246-6179	
<b>File No. - N° de dossier</b> VIC-1-34349 (246)	<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 2013-03-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène	<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250) 363-3404 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SEE HEREIN	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<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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**\*\* THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT \*\***

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Security Requirements Checklist, the Task Authorization Form DND 626, and the Periodic Usage Reports - Contracts with Task Authorizations.

### 2. Summary

Supply all labour, supervision, tools, materials, equipment and transportation required to repair and maintain gas and oil fired boilers (up to 8700 KW) and connected ancillary equipment for regular scheduled inspections and maintenance as well as Emergency Requirements at various sites for the Department of National Defence, Base Construction Engineering Branch, CFB Esquimalt, Victoria BC Canada.

The principal trade required to perform the work specified in this requirement is Boiler Contractors.

The period of the contract is two (2) years from date of award with the irrevocable option to extend the term of the contract by one (1) additional year period under the same conditions.

The Work to be performed under the Contract will be on an "as and when requested basis" under Task-Authorization (TA)

The cumulative value for all Task Authorizations is estimated to \$55,000.00 including tax per year.

All work must be carried out by a qualified Contractor and qualified personnel in possession of the following mandatory trade certifications. Bidders must provide proof of certification and experience with their bid:

At company Level:

Valid Class A Boiler License for alterations and repairs from the British Columbia Safety Authority (BCSA).

At personnel Level:

Steamfitter: Valid Steamfitter/Pipefitter Certificate from the Industry Training Authority (ITA)

Welder: Valid Pressure Welder Class A Certificate from the ITA;

Gas Fitter: Valid Gas Fitter Class A Certificate from the BCSA.

Repair services may be required outside of the normal working hours, including weekends and statutory Holidays.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated total bid price will be recommended for award of a contract. Canada intends to issue only one (1) contract award.

There is a SECURITY REQUIREMENT associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

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 requested to complete a Consent to a Criminal Record Verification form and related documentation.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 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 fifteen (15) days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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: two hundred and eighty (280) 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.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than fifteen (15) 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 British Columbia.

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

### 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 - One (1) hard copy**

**Section II: Financial Bid - One (1) hard copy**

**Section III: Certifications - One (1) hard copy**

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<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 8.5 x 11 inch (216 mm x 279 mm) 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, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders must demonstrate how they meet all requirements detailed in the Statement of Work at Annex A and address clearly and in sufficient depth all points that are subject to the mandatory evaluation criteria listed in Annex A - Appendix A.1 against which the bid will be evaluated.

Simply repeating the statement contained in the bid solicitation is not sufficient. 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**

### **II.1 Financial Evaluation Tables**

Bidders must submit their financial bid using the financial evaluation tables B.1 through B.4 provided under Annex B - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

A submitted financial bid using a format other than that specified in Annex B will be declared non-responsive.

### **II.2 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

### **II.3 Payment of Invoices by Credit Card**

Canada requests that bidders complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

☐ VISA \_\_\_\_\_

☐ Master Card \_\_\_\_\_

**OR**

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1. Mandatory Technical Evaluation Criteria**

- a. Bidders must be capable of meeting all requirements listed in the Annex A - Statement of Work. Bidders must demonstrate in their technical bid compliance with all mandatory evaluation technical evaluation criteria listed at Annex A - Appendix A1.

- b. Bidders must sign and return a copy of page 1 of the bid solicitation document and related amendments to confirm their agreement with all the terms and conditions of the bid solicitation.

Failure to meet any of the above mandatory technical evaluation criteria will result in the Bidder's bid being declared non-responsive and given no further consideration.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Evaluation Criteria

- a. Bidders must submit their financial bid using the financial evaluation tables B.1 through B.4 provided at Annex B - Basis of Payment . The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
- b. Bidders must submit firm prices and/or rates for all services detailed in each of the financial evaluation tables B.1 through B.4 . A financial bid addressing only a portion of the services listed will be declared non-responsive.

Failure to meet any of the above mandatory financial evaluation criteria will result in the Bidder's bid being declared non-responsive and given no further consideration.

### 1.2.2 Calculation of Evaluated Total Bid Price

See Annex B - Basis of Payment - Table B.5

### 1.2.3 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.

## 2. Basis of Selection

### 2.1 Basis of Selection - Mandatory Technical and Financial Criteria

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

### 2.2 Number of Contract Awards

Canada intends to issue only one (1) contract award.

## PART 5 - CERTIFICATIONS

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

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

### 1. Mandatory Certifications Precedent to Contract Award

## 1.1 Code of Conduct and Certifications – Related Documentation

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 form- PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html)) (<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 and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

### 2.1 Additional Certifications Precedent to Contract Award

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

#### 2.1.1 Federal Contractors Program - Certification (*Canadian Contractors Only*)

Suppliers who are subject to the Federal Contractors Program for Employment Equity (FCP-EE) and have been declared ineligible contractors by Human Resources and Social 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 Contract 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-EE for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors will be declared non-responsive.

The Bidder certifies its status with the FCP-EE, as follows:



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

- (a) ( ) is not subject to the FCP-EE, having a workforce of less than 100 permanent 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-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP-EE, having a workforce of 100 or more full-time or part-time permanent full time, 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 following HRSDC Web site.

### **2.1.2 Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Bidder must provide, within ten (10) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### **2.1.3 Former Public Servant - Competitive Requirements**

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, 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

As per the above definitions, is the Bidder  
a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental web sites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### 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.

### 2.1.4 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.

## 2.2 Additional Certifications required with the Bid

### 2.2.1 Trade Certifications

All work referred to in this Contract must be carried out by a qualified Contractor and qualified personnel in possession of certifications detailed in Annex A.

Bidders must submit proof of these certifications with their bid. Failure to comply with this requirement will result in the bid being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL, AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 2. Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

### 3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

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

#### 3.1 Insurance Requirements (*Foreign suppliers*)

For foreign suppliers, the insurance broker or insurance company must possess a current A.M. Best's rating of no less than "A-" and confirm their rating in this letter.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.1 Task Authorization (TA)

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

##### 1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within seven (7) calendar days of response, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.1.2 Task Authorization Limit \*

The Project Authority may authorize individual task authorizations up to a limit of **\$25,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

##### 1.1.3 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.

In addition to the the reporting requirements detailed below, the Contractor must provide usage data in accordance with the reporting requirements detailed in Annex F. 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: *(Periods inserted at time of contract award)*

1st quarter: \_\_\_\_\_

2nd quarter: \_\_\_\_\_

3rd quarter: \_\_\_\_\_

4th quarter: \_\_\_\_\_

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

### Reporting Requirement - Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### For each authorized task:

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

#### For all authorized tasks:

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

### 1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, CFB Esquimalt, Base Construction and Engineering, Victoria BC. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions 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. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) Industrial Security Manual (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is two (2) years from date of contract award (*Commencing date and ending date of period will be inserted at time of contract award*).

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period from \_\_\_\_\_ to \_\_\_\_\_ (*Period inserted at time of contract award*) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hélène Kobenter  
Procurement Officer  
Public Works and Government Services Canada  
1230 Government Street, Suite 401  
Victoria, British Columbia Canada V8W 3X4  
Telephone : (250) 363-3404  
E-mail: Helene.Kobenter@pwgsc-tpsgc.gc.ca

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

##### 5.2 Project Authority

The Project Authority for the Contract is: (*Inserted at time of contract award*)

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

##### 5.3 Contractor's Representative (*As specified in the Bidder's bid*)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 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%**.
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.

### 6.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### 6.3 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 \$\_\_\_\_\_ (*amount inserted at Contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada 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 contract funds provided are inadequate for the completion of the Work,
- 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.

#### **6.4 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

C0710C (2007-11-30) Time and Contract Price Verification

H1000C (2008-05-12) Single Payment

### **7. Invoicing Instructions**

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

The Contractor must submit a separate invoice for each individual Task Authorization. Each invoice must be supported by

- a. A copy of time sheets and overtime approved by the Project Authority;
- b. A copy of invoices and receipts for all reimbursable materials;
- c. A copy of the approved Task-Authorization form DND 626

- 2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. A copy must be forwarded to the PWGSC Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **8. Certifications**

#### **8.1 Certifications**

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 term of the Contract. 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.

#### **8.2 SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation

### **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (insert the name of the province or territory as specified by the bidder in its bid, if applicable).

### **10. 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, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, DND 626 Task Authorization Form;
- (g) Annex E, Security Requirement Check List;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_ (*inserted at contract award*)

## 11. Insurance Requirements

### 11.1 Insurance Requirements (*Canadian Suppliers*)

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil 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) calendar 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.

### 11.2 Insurance Requirements (*Foreign Suppliers*)

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil 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) calendar 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 with a current A.M. Best's rating of no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 12. SACC Manual Clauses

- A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
- A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)
- A9062C (2011-05-16) Canadian Forces Site Regulations
- A9019C (2011-05-16) Hazardous Waste Disposal
- B7500C (2006-06-16) Excess Goods

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## ANNEX A - STATEMENT OF WORK

### REPAIR AND MAINTENANCE OF GAS & OIL FIRED BOILERS (UP TO 8700 KW)

#### DEPARTMENT OF NATIONAL DEFENCE, CFB ESQUIMALT, VICTORIA BC

**All work referred to in this Contract must be carried out by a qualified Contractor and qualified personnel in possession of the following trade certifications:**

All work must be carried out by a qualified Contractor and qualified personnel in possession of the following mandatory trade certifications

- Company: Valid Class A Boiler License for alterations and repairs from the British Columbia Safety Authority (BCSA)
- Steamfitter: Valid Steamfitter/Pipefitter Certificate from the Industry Training Authority (ITA).
- Welder: Valid Pressure Welder Class A Certificate from the ITA.
- Gas Fitter: Valid Gas Fitter Class A Certificate from the BCSA.

#### SCOPE OF WORK:

To provide all labour, material, tools, equipment, supervision and transportation required to repair and maintain gas & oil fired boilers (up to 8700kw) and connected ancillary equipment for regular scheduled inspections and maintenance as well as Emergency Requirements at various locations for Department of National Defence (DND) Base Construction Engineering Branch, at CFB Esquimalt, Victoria, BC on an "as and when requested basis".

**TRADE:** The principal trade required to perform the work specified in this agreement is:

#### BOILER CONTRACTORS

**No subcontracting of the principal trade under this agreement shall be permitted** without the express written permission of the Contracting Authority (PWGSC). Permission to subcontract the principal work shall only be considered under exceptional circumstances on a case by case basis .

The Contractor shall not be authorized to subcontract to any contractor holding any part of the same Contract.

#### PRINCIPAL PERIOD OF MAINTENANCE:

The principal period of maintenance is the period **between 0800 and 1600 hours, Monday through Friday**, excluding federal government holidays in the city in which the specified equipment is located.

#### SCHEDULING & COMMENCEMENT OF WORK:

All work must:

- a. Be identified and scheduled by the Project Authority.
- b. Be performed when scheduled.
- c. Receive prior approval

#### COMPLETION OF WORK:

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The Contractor shall advise the Project Authority on completion of the work within twenty-four (24) hours.

**WORK INCLUDED:**

Work covered in this contract includes, but is not necessarily confined to, the following:

- a. Steamfitting;
- b. gas fitting;
- c. welding on pressure vessels; and piping;
- d. boiler repairs/cleaning;
- e. replacing boiler sections;
- f. refractory repairs;
- g. minor lagging; and
- h. miscellaneous repairs as required.

**STANDARD OF WORK:**

All work referred to in this contract must be carried out in a first class manner to the complete satisfaction of the Project Authority by qualified personnel and must comply with all Provincial and Federal codes and regulations. The Project Authority reserve the right to require proof of journeymen status or statement of qualifications from any person(s) performing work under this Contract any time during the period of the Contract.

**MAINTENANCE SERVICES:**

Maintenance service provided must be such that boilers are kept in good working Condition at all times and repairs, when necessary, are completed within the shortest possible period of time to ensure continuous operation.

Preventative maintenance includes period checks at which time the Contractor must make any necessary adjustments in the mechanisms and replace unserviceable parts.

Remedial maintenance and emergency repair services including replacement of unserviceable parts and labour, during the principal period of maintenance, must respond within 2 hours of notification by DND Project Authority and must be completed within 24 hours from time of notification.

**MAINTENANCE PERSONNEL:**

The contractor must provide the necessary personnel to perform the above services. The Contractor must provide to the Project Authority, the name and telephone number of the Contractor's maintenance service depot manager who must have full authority to act on behalf of the Contractor in connection with any matter relating to the maintenance services .

**REPLACEMENT PARTS:**

All parts supplied by the Contractor in performing the maintenance services will be new and of substantially equal quality. The Contractor is responsible for the disposal of all removed parts in accordance with any applicable laws, unless the Project Authority requests to retain the removed parts.

**ACCEPTABILITY OF MATERIALS:**

The acceptance of materials other than those specified in the Task-Authorization shall be determined by the Project Authority. Requests for acceptance of non-specified materials shall be submitted in writing to the Project Authority. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

**SITE OF WORK:**

Sites of work include but are not limited to the following areas of CFB Esquimalt, Victoria BC:

#	Call Out (CO) Points	Directions
1	Ashton Armouries	724 Vanalman St. which is east of the junction of Glanford St. And Vanalman Avenue, Victoria, B.C.
2	Bay Street Armouries	715 Bay St. on the corner of Bay and Douglas St., Victoria, B.C
3	Colwood	West of Victoria via Highway 1 and 1A to Wilfert Rd. Then go left for approx. 1/2 K to a controlled gate
4	Dockyard	West of the Victoria approx. 8 K at the western terminus of Esquimalt Rd.
5	HMCS Malahat	20 Huron St. which is west of corner of Dallas Rd. & Huron St. in James Bay.
6	Naden	At Admiral's Rd. approx. 1 K north of the junction of Esquimalt Rd. & Admirals Rd.
7	Patricia Bay	North of Victoria via the Pat Bay Highway to McTavish Rd. west to Willingdon Rd.; follow approx. 3 K to Kitty Hawk Rd
8	Rocky Point	south and west of Victoria via highway 1 and 1A to Sooke Rd. then left at Happy Valley Rd. to Rocky Point Rd. then right to East Sooke Rd. and left to controlled gate.
9	Signal Hill	West of the Victoria approx. 8 K at the western terminus of Esquimalt Rd.
10	Work Point Barracks	West of Victoria, approx. 5 K via Esquimalt Rd and Head St. South on Head St. approx. 1 K to the gates of Work Point Barracks - Head St. at Lyall.

**TELEPHONE:**

Contractor must maintain a telephone (manned continuously) during ordinary working hours (0800 to 1600 hours), Monday to Friday, and must also provide an emergency telephone number (or numbers) to ensure Twenty four (24) hour service. Use of paging devices is acceptable, however, if undue delays develop in response time to calls, the use of paging devices must be discontinued.

**FIRE AND SAFETY:**

Movement around the various sites is subject to the following:

- Strict observance of posted speed limits;
- Security and safety regulations as laid down by DND. It shall be the responsibility of the Contractor to ensure that all such regulations are strictly adhered to;
- CFB Esquimalt is a NON-SMOKING AREA. Smoking restrictions and all other posted signs must be strictly adhered to;
- Damage caused through lack of care or observation of fire and safety measures by the Contractor's employees will be assessed against the Contractor;
- Parking of vehicles shall be as directed by Base Traffic Control.

**FIRE PREVENTION WELDING AND CUTTING OPERATIONS :**

- a. Whenever welding or cutting is to be carried out, the Base Fire Department is to be notified;
- b. All combustible construction within 10 m (35') of the worksite shall be protected by approved "flame retardant" coverings, so arranged that sparks cannot get under them or pass through openings between them. Where it is not practicable to protect combustible floors in this manner, they may be kept wet or covered with damp sand;
- c. Wall or floor openings within 10m (35') of the worksite shall be tightly sealed off to prevent the passage of sparks to adjacent areas;
- d. Welding or cutting of pipes or other metal in contact with combustible walls, partitions, ceilings or roofs, shall not be permitted if the work is close enough to cause ignition by conduction;
- e. Welding or cutting operations shall not be permitted in the presence or explosive atmospheres (mixtures of flammable gases, vapour, liquids or dusts with air).

**CONSTRUCTION SAFETY MEASURES :**

Observe and enforce construction safety measures required by latest National Building Code.

The Contractor must ensure compliance on his part and on the part of all his subcontractors with the standards of Part II Canada Labour Code and the Occupational Health and Safety Regulations as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper personal protection equipment and ventilation. In the event of conflict between the Workers' Compensation Act and regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision applies.

**CONFINED SPACE ENTRY:**

All confined space entry must conform to the following:

- a. Canadian Labour Code Part XI.
- b. Part 9 Confined Spaces of WCB of B.C. OSH Regulations

**DIG PERMITS:**

All work requiring excavation will require the contractor to obtain dig permits prior to digging. Permits require three (3) days for processing. Contractor must schedule work accordingly.

**SECURITY:**

The Contractor must present a list of all employees on this contract to the Base Security Officer, CFB Esquimalt. All employees must complete security forms and obtain DND passes to work on DND property.



<b>A.1 Mandatory Technical Evaluation Criteria</b>		<b>Complies</b>	<b>Does not comply</b>
1.2	<b><u>Contract Reference No.2</u></b> <ul style="list-style-type: none"> <li>Contract description:</li>         <li>Start Date:</li> <li>End Date:</li> <li>Number of individuals involved in each of the following trades: <ul style="list-style-type: none"> <li>Steamfitter/Pipefitter(s) ____</li> <li>Pressure Welder(s) (Class A) ____</li> <li>Gas Fitter(s) (Class A)____</li> </ul> </li> <li>Contract value, amount in dollars (\$):</li> <li>Contact name(s) (client personnel) at contract site:</li> </ul>		
1.3	<b><u>Contract Reference No.3</u></b> <ul style="list-style-type: none"> <li>Contract description:</li>         <li>Start Date:</li> <li>End Date:</li> <li>Number of individuals involved in each of the following trades: <ul style="list-style-type: none"> <li>Steamfitter/Pipefitter(s) ____</li> <li>Pressure Welder(s) (Class A)____</li> <li>Gas Fitter(s) (Class A)____</li> </ul> </li> <li>Contract value, amount in dollars (\$):</li> <li>Contact name(s) (client personnel) at contract site:</li> </ul>		

<b>A.1 Mandatory Technical Evaluation Criteria</b>		<b>Complies</b>	<b>Does not comply</b>
<b>2</b>	<b><u>Company Certifications</u></b> <b>* Bidders must provide proof of the following licenses with their bid:</b>		
2.1	<ul style="list-style-type: none"> <li>Valid <b>Company Class A Boiler License</b> for alterations and repair from the British Columbia Safety Authority (BCSA).</li> </ul>		
<b>3</b>	<b><u>Individual Personnel Certifications</u></b> <b>* Bidders must provide proof of trade certification with their bid for each staff member proposed to perform the work described in Annex A.</b> <b>* Bidders must complete and return this information with their bid.</b>		
3.1	<ul style="list-style-type: none"> <li>Valid <b>Steamfitter/Pipefitter</b> Certificate from the Industry Training Authority (ITA)  Name of proposed staff member(s) (*Minimum of 1 name required and include copy of trade certificate):  1.  2.</li> </ul>		
3.2	<ul style="list-style-type: none"> <li>Valid <b>Pressure Welder Class A</b> Certificate from the ITA.  Name of proposed staff member(s) (*Minimum of 1 name required and include copy of trade certificate):  1.  2.</li> </ul>		
3.3	<ul style="list-style-type: none"> <li>Valid pressure <b>Gas Fitter Class A</b> Certificate from the BCSA.  Name of proposed staff member(s) (*Minimum of 1 name required and include copy of trade certificate):  1.  2.</li> </ul>		



Solicitation No. - N° de l'invitation W0103-115066/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur vic246
Client Ref. No. - N° de réf. du client W0103-115066	File No. - N° du dossier VIC-1-34349	CCC No./N° CCC - FMS No/ N° VME

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## ANNEX B - BASIS OF PAYMENT

### PRICING

Pricing is in **Canadian dollars**, the goods and services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

### ESTIMATES

The estimated annual usage provided in this solicitation and in Tables B.1 through B.4 of this Annex for the work to be performed on an "as and when requested" basis" through task authorizations is provided for financial evaluation purposes only, and does not represent a commitment by Canada. It is only an estimation of the potential value of all Task Authorizations which may be placed against the Contract.

### CALL OUT RATES

**Bidders must submit firm call-out rates for each period of the Contract, GST/HST extra.**

Bidders must submit firm rates for call-outs during regular operating hours using Table B.1 - Firm Call-out Rates - Regular Time

Bidders must submit firm rates for call-outs outside regular operating hours using Table B.2 - Firm Call-out Rates - Overtime

- Regular Time (Regular & Emergency Service): Mon. - Fri. 0800 - 1600 except Sat., Sun., and Statutory Holidays
- Overtime (Regular & Emergency Service): Mon. - Fri. 1601 - 0759, and Firm Rate for Sat., Sun., and Statutory Holidays.

**Call-out rates must NOT include productive labour rate** (See Table B.3 for productive labour rates)

All inclusive firm call out rates shall be based only on direct travel FROM Contractor's plant TO the sites of work specified below AND DIRECT RETURN to Contractor's plant (**direct return trip**). Full rates shall be charged only ONCE for each call out.

Estimates will be completed at no-charge to Canada. No further call-out charges will be allowed.

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W0103-115066/A  
Client Ref. No. - N° de réf. du client  
W0103-115066

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-1-34349

Buyer ID - Id de l'acheteur  
vic246  
CCC No./N° CCC - FMS No./N° VME

**TABLE B.1 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) - REGULAR TIME - GST/HST Extra (Mon-Fri 0800 - 1600 except Sat., Sun., and Statutory Holidays)**

**\*\* If call out rates do no apply, please fill in as zero dollar "\$0" or as No Charge "N/C"**

CALL OUT (C/O) POINTS		Estimated travel time (One Way)* (Bidder to complete)	Yearly Est. usage (number of call-outs)	Firm Rate per C/O YEAR 1 (12 months from date of contract award)	Firm Rate per C/O YEAR 2 (12-month period following Year 1)	Firm Rate per C/O OPTION YEAR 3 (12-month period following Year 2)
1	Ashton Armouries	____ min	1	\$	\$	\$
2	Bay Street Armouries	____ min	1	\$	\$	\$
3	Colwood	____ min	3	\$	\$	\$
4	Dockyard	____ min	4	\$	\$	\$
5	HMCS Malahat	____ min	1	\$	\$	\$
6	Naden	____ min	3	\$	\$	\$
7	Patricia Bay	____ min	1	\$	\$	\$
8	Rocky Point	____ min	1	\$	\$	\$
9	Signal Hill	____ min	1	\$	\$	\$
10	Work Point Barracks	____ min	1	\$	\$	\$

\* Estimated Travel time is ONE WAY from Contractor's base at \_\_\_\_\_ (Bidder to insert address)  
to the job sites above

**CALCULATION OF EVALUATED CALL-OUT COSTS BASED ON REGULAR TIME RATE =**

1. Calculate the extended total for call-out point No. 1 (Ashton Armouries) for Year 1 by multiplying the Yearly Est. Usage (Number of call-outs) by the Firm Call-out Rate offered. Example: If the Yearly Est. Usage (number of call-outs) for call-out point 1 is "1", and the call-out rate offered is \$30, the extended total for this call-out point for Year 1 will be = 1 \* \$30 = \$30.
2. Repeat calculation to obtain the extended total for call-out points 2 to 10 for Year 1.
3. Add the extended line items totals for points 1 through 10 to obtain the total estimated call-out costs for Year 1.
4. Repeat steps 1 to 3 for Year 2 and Option Year 3.

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5. Report Yearly extended totals obtained in Financial Evaluation Table B.5

TABLE B.2 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) - OVERTIME - GST/HST Extra (Mon-Fri 1601-0759 and Sat, Sun & Stat. Holidays)						
<b>**If call out rates do no apply, please fill in as zero dollar "\$0" or as No Charge "N/C"</b>						
CALL OUT (C/O) POINTS	Estimated travel time (One Way)* (Bidder to complete)	Yearly Est. usage (number of call-outs)	Firm Rate per C/O YEAR 1 (12 months from date of contract award)	Firm Rate per C/O YEAR 2 (12-month period following Year 1)	Firm Rate per C/O OPTION YEAR 3 (12-month period following Year 2)	
1 Ashton Armouries	____ min	1	\$	\$	\$	
2 Bay Street Armouries	____ min	1	\$	\$	\$	
3 Colwood	____ min	1	\$	\$	\$	
4 Dockyard	____ min	1	\$	\$	\$	
5 HMCS Malahat	____ min	1	\$	\$	\$	
6 Naden	____ min	1	\$	\$	\$	
7 Patricia Bay	____ min	1	\$	\$	\$	
8 Rocky Point	____ min	1	\$	\$	\$	
9 Signal Hill	____ min	1	\$	\$	\$	
10 Work Point Barracks	____ min	1	\$	\$	\$	
* Estimated Travel time is ONE WAY from Contractor's base at _____ (Bidder to insert address) to the job sites above						

CALCULATION OF EVALUTED CALL-OUT COSTS BASED ON OVERTIME RATE = Follow same procedure as for Table B.1.

## PRODUCTIVE LABOUR RATES

**Bidders are required to submit firm hourly rates for each period of the Contract, GST/HST extra.**

Labour rates must be ALL-INCLUSIVE and include ALL necessary labour, tools, equipment, materials, supervision, and profit required for the work described in Annex A. No other charges will be allowed. No rental charges shall be paid for tools or equipment incidental to the trade.

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

The Contractor will be paid for the actual hours worked at the firm hourly labour rates detailed in this Annex.

The Contractor will be paid an initial one (1) hour minimum charge calculated from the time the Contractor arrives on-site. All additional chargeable time, over and above the first hour, will be rounded to the nearest quarter hour.

Copies of time sheets and overtime approved by the Project Authority must be attached to invoices.

**(a) Regular Hourly rate for regular maintenance and preventative services (Regular Service):**

Mon. - Fri. 0800 - 1600 except Sat., Sun., and Statutory Holidays with response to call-up in 3 working days, on site as requested.

**(b) Overtime Hourly rate for Regular Service (same job) :**

Mon. - Fri. 1601 - 0759, and Firm Rate for Sat., Sun., and Statutory Holidays with response to call-up in 3 working days, on site as requested.

**(c) Regular Hourly rate for remedial maintenance and emergency repair services (Emergency Service):**

Mon. - Fri. 0800 - 1600 except Sat., Sun. and Statutory Holidays with response to call-up in 0.5 hrs, on site within 2 hours.

**(d) Overtime Hourly rate for Emergency Service (same job):**

Mon. - Fri. 1601 - 0759, and Firm Rate Sat., Sun., and Statutory Holidays with response to call-up in 0.5 hrs, on site within 2 hours.

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**TABLE B.3 - ALL INCLUSIVE PRODUCTIVE LABOUR RATES - ALL CALL OUT POINTS (GST/HST Extra)**

Trade Category	Yearly Estimated Usage (hours)	Firm Hrly Rate YEAR 1 (12 months for date of contract award)	Firm Hrly Rate YEAR 2 (12-month period following Year 1)	Firm Hrly Rate OPTION YEAR 3 (12-month period following Year 2)
<b>1. Steamfitter/Pipefitter</b>				
(a) Regular hourly rate for Regular Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(b) Overtime hourly rate for Regular Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(c) Regular hourly rate for Emergency Service	1hr	\$ /hr	\$ /hr	\$ /hr
(d) Overtime hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
<b>2. Helper for Steamfitter/Pipefitter</b>				
(a) Regular hourly rate for Regular Service	1hr	\$ /hr	\$ /hr	\$ /hr
(b) Overtime hourly rate for Regular Service	1hr	\$ /hr	\$ /hr	\$ /hr
(c) Regular hourly rate for Emergency Service	1hr	\$ /hr	\$ /hr	\$ /hr
(d) Overtime hourly rate for Emergency Service	1hr	\$ /hr	\$ /hr	\$ /hr
<b>3. Welder</b>				
(a) Regular hourly rate for Regular Service	35 hrs	\$ /hr	\$ /hr	\$ /hr
(b) Overtime hourly rate for Regular Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(c) Regular hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(d) Overtime hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr

**TABLE B.3 - ALL INCLUSIVE PRODUCTIVE LABOUR RATES - ALL CALL OUT POINTS (GST/HST Extra)**

Trade Category	Yearly Estimated Usage (hours)	Firm Hrly Rate YEAR 1 (12 months for date of contract award)	Firm Hrly Rate YEAR 2 (12-month period following Year 1)	Firm Hrly Rate OPTION YEAR 3 (12-month period following Year 2)
<b>4. Helper for Welder</b>				
(a) Regular hourly rate for Regular Service	15 hrs	\$ /hr	\$ /hr	\$ /hr
(b) Overtime hourly rate for Regular Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(c) Regular hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(d) Overtime hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
<b>5. Gas Fitter</b>				
(a) Regular hourly rate for Regular Service	285 hrs	\$ /hr	\$ /hr	\$ /hr
(b) Overtime hourly rate for Regular Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(c) Regular hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(d) Overtime hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
<b>6. Helper for Gas Fitter</b>				
(a) Regular hourly rate for Regular Service	65 hours	\$ /hr	\$ /hr	\$ /hr
(b) Overtime hourly rate for Regular Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(c) Regular hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr
(d) Overtime hourly rate for Emergency Service	1 hr	\$ /hr	\$ /hr	\$ /hr

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CALCULATION OF EVALUATED PRODUCTIVE LABOUR COSTS = Follow same procedure as for Tables B.1 and B.2.



MATERIALS & REPLACEMENT PARTS

Bidders are required to submit firm mark-up rates for each period of the Contract, GST/HST extra.

The Contractor will be reimbursed for materials and replacement parts reasonably and properly incurred in the performance of the Work. Materials and replacement parts (except free issue) will be paid at the laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) plus a firm mark-up (which includes purchasing expenses, internal handling, General and Administrative Expenses, and profit) upon submission of an itemized statement supported by receipt vouchers. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable and must be shown as a separate item.

All reimbursement requests must be supported by a copy of invoices and receipts.

TABLE B.4 - FIRM MARK-UP ON MATERIALS & REPLACEMENT PARTS - ALL CALL OUT POINTS (GST/HST Extra)				
		Estimated Yearly Usage (CAN\$)	Firm Mark-Up	Extended Total
1	Firm Mark-up Rate YEAR 1 (12 months from date of contract award)	\$20,000.00	+	\$
2	Firm Mark-up Rate YEAR 2 (12-month period following Year 1)	\$20,000.00	+	\$
3	Firm Mark-up Rate OPTION YEAR 3 (12-month period following Year 2)	\$20,000.00	+	\$

CALCULATION OF EVALUATED COSTS FOR MATERIALS AND REPLACEMENT PARTS =

1. Apply the firm mark-up rate offered to the Estimated Yearly Usage amount (CAN\$) to obtain the Extended Total for Item 1 (Year 1).  
Example: For an estimated yearly usage of \$20,000 and a firm mark-up rate of +0.05%, the extended yearly total would be 1.05 \* \$20,000 = \$21,000
2. Repeat calculation to obtain the extended total for items 2 (Year 2) and 3 (Option Year 3).
3. Report Yearly extended totals obtained in Financial Evaluation Table B.5

EVALUATION - BASIS OF SELECTION

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

TABLE B.5 - FINANCIAL EVALUATION	YEAR 1 (12 months for date of contract award)	YEAR 2 (12-month period following Year 1)	OPTION YEAR 3 (12-month period following Year 2)	Extended Total (Years 1+ 2+ 3)
CALL OUT COSTS - REGULAR TIME (per Table B.1)	\$	\$	\$	\$
CALL OUT COSTS - OVERTIME (per Table B.2)	\$	\$	\$	\$
PRODUCTIVE LABOUR COSTS (per Table B.3)	\$	\$	\$	\$
COSTS FOR MATERIAL AND REPLACEMENT PARTS (per Table B.4)	\$	\$	\$	\$
EVALUATED TOTAL BID PRICE (GST/HST Extra)				\$

## ANNEX C - INSURANCE REQUIREMENTS

### C.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (SIB) 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.
  - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - (o) 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,  
284 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.

## C.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire

## C.3 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## C.4 Boiler and Machinery Insurance

Boiler and machinery insurance should provide coverage for testing and commissioning purposes.

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**ANNEX D - SECURITY REQUIREMENT CHECK LIST**  
*(attached at end of solicitation document)*

**ANNEX E - DND 626 TASK AUTHORIZATION FORM**  
*(attached at end of solicitation document)*

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ANNEX F - PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

CONTRACT No. W0103-115066/\_\_\_\_/VIC

CONTRACTOR:

CONTRACTOR CONTACT:  
Telephone No.:  
Email address:

REPORTING FORM FOR THE PERIOD: From \_\_\_\_\_ to \_\_\_\_\_

REPORT DATE:

PWGSC CONTACT: Hélène Kobenter  
Telephone No.: (250) 363-3404  
Email address: helene.kobenter@pwgsc-tpsgc.gc.ca

TABLE F.1 - TASK AUTHORIZATIONS							
T.A. No. Or T.A. Revision No.	Title or Brief Description	Call-out Point	Total Estimated Cost (GST/HST extra)	Expended to date (GST/HST extra)	Start Date	Completion Date	Active Status (as applicable)
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			

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TABLE F.1 - TASK AUTHORIZATIONS							
T.A. No. Or T.A. Revision No.	Title or Brief Description	Call-out Point	Total Estimated Cost (GST/HST extra)	Expended to date (GST/HST extra)	Start Date	Completion Date	Active Status (as applicable)
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
Subtotal for reporting period - F.1			\$	\$			

**TABLE F.2 - CALL-OUT CHARGES (GST/HST Extra)**

(per Annex B - Tables B.1 and B.2)

		REGULAR TIME			OVERTIME		
CALL OUT (C/O) POINTS		Qty	Rate	Ext. Price	Qty	Rate	Ext. Price
1	Ashton Armouries		\$	\$		\$	\$
2	Bay Street Armouries		\$	\$		\$	\$
3	Colwood		\$	\$		\$	\$
4	Dockyard		\$	\$		\$	\$
5	HMCS Malahat		\$	\$		\$	\$
6	Naden		\$	\$		\$	\$
7	Patricia Bay		\$	\$		\$	\$
8	Rocky Point		\$	\$		\$	\$
9	Signal Hill		\$	\$		\$	\$
10	Work Point Barracks		\$	\$		\$	\$
<b>Subtotal F.2</b>				\$			\$

**TABLE F.3 - DIRECT LABOUR CHARGES (GST/HST Extra) - REGULAR SERVICE**

(per Annex B - Table B.3)

		REGULAR TIME			OVERTIME		
Trade		Qty (hrs)	Rate/hr (a)	Ext. Price	Qty (hrs)	Rate/hr (b)	Ext. Price
1	Steamfitter/Piperfitter		\$	\$		\$	\$
2	Steamfitter Helper		\$	\$		\$	\$
3	Welder (Class A)		\$	\$		\$	\$
4	Welder Helper		\$	\$		\$	\$
5	Gas Fitter (Class A)		\$	\$		\$	\$
6	Gas Fitter Helper		\$	\$		\$	\$
<b>Subtotal F.3</b>				\$			\$



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**TABLE F.4 - DIRECT LABOUR CHARGES (GST/HST Extra) - EMERGENCY SERVICE**

(per Annex B - Table B.3)

		REGULAR TIME			OVERTIME RATE		
Trade		Qty (hrs)	Rate/hr (c)	Ext. Price	Qty (hrs)	Rate/hr (d)	Ext. Price
1	Steamfitter/Piperfitter		\$	\$		\$	\$
2	Steamfitter Helper		\$	\$		\$	\$
3	Welder (Class A)		\$	\$		\$	\$
4	Welder Helper		\$	\$		\$	\$
5	Gas Fitter (Class A)		\$	\$		\$	\$
6	Gas Fitter Helper		\$	\$		\$	\$
<b>Subtotal F.4</b>				\$			\$

**TABLE F.5 - MATERIAL & REPLACEMENT PARTS (GST/HST Extra if applicable)**

(per Annex B - Table B.4)

	Cost of before Mark-up (CAN\$)	Firm Mark-Up	Extended Total
<b>Subtotal F.5</b>	\$	+ %	\$



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Gouvernement  
du Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		CFB ESQUIMALT
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Service and repair boilers at CFB Esquimalt		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
unclassified

Canada





Government  
of Canada

Gouvernement  
du Canada

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ  
  
☐ TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT  
  
☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ SECRET  
SECRET

☐ NATO SECRET  
NATO SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux : If the contractor is required to access higher security zones, escort will be provided.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité  
unclassified

Canada



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0103-11-C5066

Security Classification / Classification de sécurité  
unclassified

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0103-11-C5066

Security Classification / Classification de sécurité  
unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

MWO Richard Amot

Contract Supervisor

Telephone No. - N° de téléphone  
250-363-7848

Facsimile No. - N° de télécopieur  
250-363-4787

E-mail address - Adresse courriel  
Richard.Amot@forces.gc.ca

Date

8 Jun 11

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

~~Tippy Graham~~  
Senior Security Analyst

Tel: 613-949-1035 / Fax: 613-949-1069

E-Mail: ~~tippy.graham@forces.gc.ca~~

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

5 July 2011

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No  
Non

Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

MARIA MEUDOZA

Contract Sec. Analyst

Maria E Meudoza

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

613-948-1618

613-954-4171

maria.meudoza@tpsgc

July 8, 2011

psgsc.gc.ca

# TASK AUTHORIZATION AUTORISATION DES TÂCHES

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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