

**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> ROAD MAINTENANCE AND SNOW REMOVAL	
<b>Solicitation No. - N° de l'invitation</b> W0133-13TA02/A	<b>Date</b> 2013-05-03
<b>Client Reference No. - N° de référence du client</b> W0133-13TA02	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-249-6227	
<b>File No. - N° de dossier</b> VIC-2-35311 (249)	<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 2013-05-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250) 363-8442 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - 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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## **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 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 DND 626 Task Authorization Form, and the Task Authorization Usage Report.

### **2. Summary**

- 1) The Department of National Defence at Detachment Holberg on Northern Vancouver Island has a requirement for road maintenance services and the supply of potable water as set out in the solicitation document.

The Work shall include road grading, gravel recovery from ditches, road repairs, snow and ice removal, culvert cleaning, culvert repairs, culvert replacement and brush control for approximately 5 km gravel road extending from Bldg 24 at the Radar/Communications Site to the Winter Harbour Road Turn Off. The elevation change is approximately 510 meters over this distance.

The Work shall also include the supply and transportation of potable water on an "as and when requested" basis to Detachment Holberg.

- 2) The period of the contract shall be from date of award to March 31, 2015, with options to extend for two additional one-year periods.
- 3) Detachment Holberg is located approximately 56 km from Port Hardy, BC. Travel to the site is by a limited access logging road commencing on the West side of the Island Highway at a point 1.1 km North of the south approach to Port Hardy. Snow tires and/or chains are absolutely essential for travel over logging roads from Port Hardy to Holberg during the winter months.
- 4) The expected number and usages in the resulting Contract are contained in Annex "B"; actual usage will vary.

It is currently estimated that the total cost of goods and services that could be ordered up against the proposed Contract could amount to \$112,500.00 per year. The firm portion of the Work

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based on the Road Grading Service Schedule detailed in the Statement of Work represents approximately 65% of the estimated yearly expenditure above. Of the "as and when requested" component, approximately 20% is extra snow removals and the remaining 15% is other requirements as listed in Annex B.

- 5) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.
- 6) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 7) The requirement is limited to Canadian goods and/or services.

### 3. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **Tuesday, May 14, 2013 at 11:00AM at the following location.** (In case of bad weather, an alternate date will be scheduled and published through a solicitation amendment.)

CFS Holberg is located 1 hour and 40 minutes West of Port Hardy, BC and is only accessible by logging roads. These roads are very rough and it is recommended that the prospective bidders travel in a 4-wheel drive vehicle. Meeting place for the site visit will be at the intersection of Douglas Rd and Holberg Rd, Port Hardy, BC. The directions are as follows:

From Campbell River:

- 1) Head east on S Island Hwy/BC-19 Alt S toward BC-19 N go 18 m
- 2) Take the 1st left onto N Island Hwy/BC-19 N (signs for Port Hardy)  
Continue to follow BC-19 N About 3 hours 2 mins go 230 km
- 3) Turn left onto Holberg Rd go 32 m.

More information including maps are contained in an attachment to this solicitation document.

Bidders must communicate with the Contracting Authority no later than three (3) working day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Late registrations will not be considered. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### 4. Debriefings

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

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## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

#### **1.1 Firm Price and/or Rates**

The Bidder is required to submit firm prices, rates or both that will apply for the entire period of the Contract.

### **2. Submission of Bids**

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

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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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.

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

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

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

SECTION I: Technical Bid (2 hard copies)

SECTION II: Financial Bid (1 hard copy)

SECTION III: Certifications (1 hard copy)

SECTION IV: Additional Information (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, duotangs or binders.

#### **SECTION 1: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

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

- 1.2 **SACC Manual Clause**  
C3011T Exchange Rate Fluctuation (2010-01-11)

### SECTION III: Certifications

Bidders must submit the certifications required under Part 5.

### SECTION IV: Additional Information

#### 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? **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 websites 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.

## **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 Criteria**

Failure to meet any of the following mandatory technical criteria **AT SOLICITATION CLOSING** will render your submission non-compliant and given no further consideration.

- 1) Bidders must offer to supply the requirements and/or perform the Work described in Annex A.
- 2) Bidders must be able to supply and submit firm prices for all of the items listed in Annex B.
- 3) Bidders must comply with the Mandatory Site Visit requirements stated in this document.

#### **1.2 Financial Evaluation**

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.

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## **2. Basis of Selection**

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

## PART 5 - CERTIFICATIONS

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

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

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

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

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### 2. 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 Federal Contractors Program - Certification

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax

(819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

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

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

## 2.2 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

2.2.1. *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition.

## 2.3 Rate or Price Certification

The Bidder certifies that the price proposed

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.1 Task Authorization

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

##### 1.1.1 Task Authorization Process

###### Task Authorization:

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

As more than one contract has been awarded for this requirement, a request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

###### 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 "D".
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 three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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### 1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$60,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

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

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

### 1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

### REPORTING REQUIREMENTS - 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:

HST

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

### 1.1.5 Task Authorization - Department of National Defence

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

## 2. 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 (2013-03-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Term of Contract

### 3.1 Period of the Contract

The period of the Contract is from date of Contract to 31 March 2015 inclusive.

### 3.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

## 4. Authorities

### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Christine Cress  
 Public Works and Government Services Canada  
 Pacific Region - Acquisitions  
 401 - 1230 Government St  
 Victoria, BC V8W 3X4  
 Telephone: 250-363-8442

Facsimile: 250-363-0395 (*Queries only, do not send bids to this number.*)

E-mail address: christine.cress@pwgsc.gc.ca

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

#### 4.2 Project Authority

The Project Authority for the Contract is:

Wing Construction & Engineering Section  
19 Wing, CFB Comox  
Lazo, BC V0R 2K0

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

#### 4.3 Contractor's Representative (*Fill in or delete as applicable*)

##### **General enquiries and handling contract / task authorizations:**

Name	Telephone	Facsimile	E-mail

##### **Delivery follow-up:**

Name	Telephone	Facsimile	E-mail

#### 5. Proactive Disclosure of Contracts with Former Public Servants Payment

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

#### 6. Basis of Payment

##### 6.1 Basis of Payment - Firm Unit Price(s) - For the Firm, Scheduled Portion of Work

For the Work described in Appendix 1 - ROAD GRADING SERVICE SCHEDULE / FREQUENCY of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

## **6.2 Basis of Payment - Firm Unit Price(s) - For the Unscheduled, "As and When Requested" Portion of Work that is to be performed through Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price in accordance with the basis of payment in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### **6.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$(to be determined at contract award). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
 

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

### **6.3 SACC Manual Clauses**

A9117C	T1204 - Direct Request by Customer	2007-11-30
C0100C	Discretionary Audit - Commercial Goods and/or Services (2010-01-11)	2010-01-11
C0710C	Time and Contract Price	2007-11-30
C2000C	Taxes - Foreign-based Contractor	2007-11-30

H1001C

Multiple Payments

2008-05-12

**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.

Each invoice must be supported by:

- a. a copy of time sheets and overtime approval if applicable to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

- 2) Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**8. 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**

A3060C

Canadian Content Certification

2008-50-12

**9. Applicable Laws**

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

**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 (2013-03-21), General Conditions - Higher Complexity - Services;
- c. Annex A, Statement of Work
- d. Annex B, Basis of Payment;
- e. Annex C, Insurance Requirements;
- f. the signed Task Authorizations (including all of its annexes, if any);
- g. Annex E, Task Authorization Usage Report;
- h. the Contractor's bid dated \_\_\_\_\_.

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## 11. Insurance Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

## 12. SACC Manual clauses

A9062C Canadian Forces Site Regulations

2011-05-16

Solicitation No. - N° de l'invitation

W0133-13TA02/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-2-35311

Buyer ID - Id de l'acheteur

vic249

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

W0133-13TA02

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX A - STATEMENT OF WORK**

See attached pdf document entitled:

“Department of National Defence -  
Statement of Work -  
Maintain Road and Supply Potable Water,  
Holberg Detachment, CFB Comox, Lazo BC”

**ANNEX B - BASIS OF PAYMENT**

- Bidders are required to submit firm unit price(s) for each period of the Contract. The quoted Firm Unit Prices do not include GST. GST will be applied as a separate line item to any invoice issued as a result of a Contract.
- The quoted hourly rates shall be based on a normal 8 hour work day consisting of weekdays from 8:00 AM to 4:00 PM. The work day shall only begin upon arrival at the work site and shall end when departing the worksite. The Contractor will be paid for the actual hours worked at the firm hourly rates detailed in this Annex.
- The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Engineer. 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.

**1. SPECIFIED ITEMS, firm unit prices all-inclusive of labour, tools, equipment, materials, parts, manuals, travel and living costs, transportation costs, supervision and profit to carry out the tasks below required for the Work:**

		FIRM UNIT PRICES			
		EST. ANNUAL USAGES (% of est. yearly value) (A)	CONTRACT PERIOD (B)	OPTION PERIOD 1 (C)	OPTION PERIOD 2 (D)
.1	Road grading as scheduled in Appendix 1 of Annex A Estimated at 5 km.	59%	\$ _____/km.	\$ _____/km.	\$ _____/km.
.2	Snow Removal and Ice Control "as and when requested".	2%	\$ _____/km.	\$ _____/km.	\$ _____/km.
a.	Main Roads	2%	\$ _____/hr	\$ _____/hr	\$ _____/hr
b.	Parking Lots	2%	\$ _____/m <sup>3</sup>	\$ _____/m <sup>3</sup>	\$ _____/m <sup>3</sup>
c.	Sand, per cubic meter	2%	\$ _____/m <sup>3</sup>	\$ _____/m <sup>3</sup>	\$ _____/m <sup>3</sup>

d.	De-icing agent	2%	\$ ____/kg.	\$ ____/kg.	\$ ____/kg.
.3	Gravel Recovery, and reshaping "as and when requested".	5%	\$ ____/km.	\$ ____/km.	\$ ____/km.
.4	Ditching of existing roadbed "as and when requested".	3%	\$ ____/km.	\$ ____/km.	\$ ____/km.
.5	Culvert cleaning, per culvert "as and when requested".	3%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
.6	Culvert replacement, one only "as and when requested". Culverts will be supplied. Installed as per Part 2.2.7	1%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
.7	Culvert replacement, more than one but less than five "as and when requested".	1%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
.8	Culvert replacement, more than five "as and when requested".	1%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
.9	Brush Control "as and when requested".				
	1.9.1a. Mobilization in and out, one time cost	2½%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
	1.9.1b. Felling and removing as required		\$ ____/ hr.	\$ ____/ hr.	\$ ____/ hr.
	1.9.2a. Mobilization in and out, one time cost	2½%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
	1.9.2b. Cutting and removing as required		\$ ____/ hr.	\$ ____/ hr.	\$ ____/ hr.
	1.9.3. Brush Grass cutting/trimming as required Estimated at 2090 square meters.	2½%	\$ ____/m².	\$ ____/m².	\$ ____/m².
	1.9.4a. Mobilization in and out, one time cost	2½%	\$ ____/ea.	\$ ____/ea.	\$ ____/ea.
	1.9.4b. Chipping and removing		\$ ____/ hr.	\$ ____/ hr.	\$ ____/ hr.
.10	Supply and delivery of Potable water supplies "as and when requested", delivered FOB destination CF Det Holberg. Estimated at 10,000 litres per trip	8%	\$ ____/lt.	\$ ____/lt.	\$ ____/lt.
.11	Garbage Pickup "as and when requested". Waste Tariff extra, paid only on receipt of prepaid waybill.	1%	\$ ____/pickup	\$ ____/pickup	\$ ____/pickup
.12	Materials "as and when requested".				

- i. Pit Run, per metric ton 30 mt \$ /mt \$ /mt \$
- ii. Crush Gravel, per metric ton 30 mt \$ /mt \$ /mt \$ /mt
- iii. Rip Wrap, per metric ton 30 mt \$ /mt \$ /mt \$ /mt

For evaluation purposes, the estimated annual usages above will be multiplied by the firm unit price submitted for each item i.e. A x (B + C + D). This calculation will be repeated for each of the Contract Period and Option Periods 1 and 2.

The aggregate of each subtotal will then be added together to reach a final aggregate evaluated price, in accordance with the following table:

	Evaluated price
Contract Period - from date of award of Contract to March 31, 2015	\$
Option Period 1 - from April 1, 2015 to March 31, 2016	\$
Option Period 2 - from April 1, 2016 to March 31, 2017	\$
<b>Grand Total - Aggregate Evaluated Price (ALL YEARS):</b>	<b>\$</b>

**2. OTHER, NON-SPECIFIED REQUIREMENTS: (This section will not form part of the evaluation total.)**

**LIST OF EQUIPMENT USAGE AND MOBILIZATION "as and when requested", not specified above:**

	\$/ normal day	\$/ other than normal day	\$/mobilize
i. 12yd dump truck.	_____	_____	_____
ii. 10T Vibrating Roller	_____	_____	_____
iii. 200 -210 Excavator	_____	_____	_____
iv. D8 Cat Tractor	_____	_____	_____
v. D5 Cat Tractor	_____	_____	_____
vi. Grader	_____	_____	_____

- vii. Brush Cutter \_\_\_\_\_
- viii. Front End Loader \_\_\_\_\_
- ix. Back Hoe \_\_\_\_\_

**For all other requirements "as and when requested" not specified above, provide a basis of payment by completing any or all of the following clauses AS / IF APPLICABLE.**

---

Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.

2.1) Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, less a discount of \_\_\_\_\_ percent;

**AND/OR**

2.2) Materiel and replacement parts (except free issue) to be in accordance with our manufacturer's suggested retail price list, as last amended/published, less a discount of \_\_\_\_\_ percent; or; plus a markup of \_\_\_\_\_ percent;

**AND/OR**

2.3) Materiel and replacement parts (except free issue) at laid down cost plus a markup of \_\_\_\_\_ percent excluding sales tax. Sales tax to be shown as a separate item;

**AND/OR**

2.4) Special additional discounts of \_\_\_\_\_ percent for advance (greater than \_\_\_\_\_ calendar days) ordering.

3) In addition to the above pricing, special offering due to year end or surplus manufacturing runs, special job lots, sales, etc, are to be made available as they occur if of lesser cost than under the above pricing arrangement.

4) Price books or catalogues or price lists must be identified by name/date. Prices books, catalogues or price lists must be supplied to the Contracting Authority on request.

5) Indicate any applicable minimum order quantity or minimum charge as/if applicable:\_\_\_\_\_



## ANNEX C - INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - 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  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

### **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.

**ANNEX D - DND 626 TASK AUTHORIZATION FORM**

See attached pdf document.

**ANNEX E -TASK AUTHORIZATION USAGE REPORT**

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

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

Task Authorization Usage Report Submission Schedule:

<b>REPORT DUE</b>	<b>WORK PERIOD START DATE</b>	<b>WORK PERIOD END DATE</b>
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

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

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

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

**SEND TO:**

Christine.Cress@pwgsc.gc.ca

Or

Facsimile: 250-363-0395 Attn: Christine Cress

## ANNEX A - STATEMENT OF WORK

### MAINTAIN ROAD, AND SUPPLY POTABLE WATER – HOLBERG DETACHMENT

#### 1.1 Definitions:

- .1 Where the word "Engineer" occurs in this specification, it shall be understood to mean the 19 Wing Comox Project Authority, or his/her authorized representative.
- .2 Emergency is defined as "an unforeseen combination of circumstances or the resulting state that calls for immediate action". This may include, but is not limited to the following: power outages or road closure due to weather, fallen trees/limbs, landslide, cave in.

#### 1.2 Description of Work:

**The work under this contract comprises the supply of all labour, material, tools, equipment, transportation and supervision necessary to carry out tasks as scheduled or as directed by the Engineer.**

- .1 Scheduled road grading for approximately 5 km of gravel road extending from the Winter Harbour Road Turn Off to Buiding 24 at the Radar Site. Elevation change is approximately 510 meters over this distance.
- .2 It shall also include, but shall not necessarily be limited to, the following on an as and when requested basis:
  - i. gravel recovery from ditches, road repairs, snow and ice removal, culvert cleaning, culvert repairs, culvert replacement and brush control for the same approx. 5 km gravel road extending from the Winter Harbour Road Turn Off to Buiding 24 at the Radar Site;
  - ii. supply of potable water, gravel, sand, topsoil and other miscellaneous related materials;
  - iii. various heavy equipment services, as per Part 2 – Execution, including emergency repairs and garbage pickup.

#### 1.3 Location of Site:

- .1 Detachment Holberg is located approximately 56 km from Port Hardy, BC. Travel to the site is by a limited access logging road commencing on West side of the Island Highway at a point 1.1 Km North of the south approach to Port Hardy.

**Note: Snow tires and/or chains are absolutely essential for travel over logging roads from Port Hardy to Holberg during winter months.**

- .2 The mailing address for Detachment Holberg is:  
Attn: Construction Engineering Bldg B-109.  
Wing Construction Engineering  
Canadian Forces Base Comox, Lazo BC V0R 2K0

#### 1.4 Work Schedule:

- .1 Prior to work commencement, the Contractor must arrange for an on-site meeting with the Engineer to program starting dates, work schedules and contract procedures.
- .2 When a work schedule has been approved by the 'Engineer' the contractor must take necessary measures to complete the work as per the approved schedule.
- .3 The Contractor must not change schedule without 'Engineer's' pre-approval in writing.
- .4 Work shall commence, according to the schedule in Appendix 1, after the agreement is in place
- .5 The Contractor must notify the 'Engineer' of any additional operations required due to extreme weather conditions.

#### 1.5 Contractor's Use of Site:

- .1 The Contractor's Use of site limited to the area at the GATR and Operation Buildings.
- .2 Movement around the site shall be as stipulated by the 'Engineer' in the start-up meeting.
- .3 The Contractor must not unreasonably encumber site with materials or equipment.
- .4 The Contractor must immediately remove all self generated Hazardous Waste from the site.
- .5 The Contractor must move stored products or equipment within 24hrs "as and when requested" by the 'Engineer'.

#### The Contractor must:

- .1 Perform work in accordance with the Canadian Labour Code, WorkSafe BC and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Comply with all applicable provincial and municipal requirements including the acquisition of any current licenses and permits required to complete the contract.

#### 1.6 Hours of Work:

- .1 The Contractor must arrange work in a manner that will cause the least inconvenience or disturbance to the building occupants by scheduling his work with the 'Engineer'.

#### 1.7 Delivery and Storage:

- .1 The contractor must be responsible for safety and security of its equipment and material. Storage facilities are not available on site.

#### 1.8 Protection:

- .1 The Contractor must avoid damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property. The Contractor must make good any damage.

### 1.9 Clean-up;

.1 The Contractor must ensure that no debris or other Hazardous Impediments are left at the Site.

### 1.10 Safety;

.1 The Contractor must observe and enforce safety measures required by the applicable national, provincial, and municipal laws, codes, regulations and statutes such as the Canadian Construction Safety Code, Workers' Compensation Board. In event of conflict between any provisions of above authorities the most stringent provision will apply.

.2 The Contractor must comply with all standing orders or other regulations in force on the site where work is to be performed.

.3 Any hazard created by the Contractor must be marked with warning signs and barriers until corrected and considered safe by the 'Engineer'.

.4 All protective devices must be maintained in good order by the Contractor.

.5 The Contract must at no time leave the equipment operating while unattended.

.6 The Contract must not allow any debris to be deposited on paved surfaces.

### 1.11 WHMIS;

.1 The Contractor must comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Human Resources and Skills Development Canada.

.2 The Contract must deliver copies of WHMIS data sheets in English and French to Engineer on delivery of all applicable materials.

### 1.12 Fire Safety Requirements;

.1 The Contract must respect briefings received from the Fire Marshall regarding fire safety and regulations.

.2 All containers used by the Contractor for flammable liquids, must be approved by the Canadian Forces Fire Marshall.

.3 Spark arrestors must be used on machinery working in Fuel compounds and outlets.

## PART 2 - EXECUTION

### 2.1 Scarifying and Reshaping;

The Contractor must:

- .1 Scarify road-bed in accordance with width indicated or directed and to minimum depth of 50mm.
- .2 Pulverize and breakdown scarified material to 20 mm maximum particle size.
- .3 Blade and trim pulverized material to elevation and cross section dimensions indicated or directed.
- .4 Maintain cross section slopes to 2-3% crossfall to promote drainage to existing ditches'
- .5 Where a deficiency of material exists, add and blend in new granular base material as directed by the "Engineer".

### 2.2 Compacting;

The Contractor must:

- .1 Compact to a density not less than 100% SPD in accordance with ASTM D698-78 (AASHTO T990-74) Method (C)(D).
- .2 Shape and roll alternately to obtain a smooth, even and uniformly compacted base.
- .3 Apply water if necessary during compaction to obtain specified density. If material is excessively moist, aerate by scarifying with suitable equipment until moisture content is corrected.
- .4 In areas not accessible to rolling equipment, compact to specified density with approved mechanical tampers.

### 2.3 Repair of Soft Areas;

The Contractor must:

- .1 Correct soft areas by removing defective material to depth and extent directed by Engineer. Replace with acceptable material and compact to specified density.

### 2.4 Tolerance;

- .1 Reshaped compacted surface shall must be within plus or minus 20 mm of required elevation

### 2.5 Ditching;

The Contractor must:

- .1 Grade ditches to depth required for maximum runoff as directed by the Engineer.

### 2.6 Culvert Cleaning;

The Contractor must:

- .1 Remove surplus material from culvert as directed by 'Engineer'
- .2 Flush culverts as directed by 'Engineer'.

## 2.7 Culvert installation

- .1 Culverts are nominal 24in (1200mm) diameter consisting of two standard lengths 21ft, (6 meters) long CSP (corrugated steel pipe) mechanically joined w/ coupler.
- .2 The Contractor must Install culvert on bedding material with a minimum 18 inches (45 mm) cover over the crown of the pipe, with slope to suit existing ditch.
- .3 The culvert inlet and outlet must be completed by the Contractor with RipRap armouring minimum 200mm thick CL50 over non-woven geotextile to mitigate slope erosion as directed by the 'Engineer'.

## 2.8 Brush Control:

The Contractor must:

- .1 Cut off unsound branches and cut down dangerous trees; cut up and remove trees fallen across the road in order to keep the road open. Request Engineers approval before starting work.
- .2 Cut brush from under power distribution lines to Hydro's specification or better as requested by the Engineer.
- .3 Clear the underbrush from road signs at ground level to within 60 mm of original ground surface, as directed by 'Engineer'.
- .4 Dispose of brush materials by domestic burning, or chipping in accordance with local regulations.

## 2.9 Snow and Ice:

- .1 The Contractor must keep road clear of snow and ice to be passable for travel by an unchained 4 wheel drive vehicle at all times. The Contractor must request the Engineers' approval before doing any other work than as scheduled.

## PART 3 - SUPPLIES

### 3.1 Culverts

- .1 Will be supplied as required by the user.

### 3.2 Water Supply

Potable water supplied by the Contractor must be delivered to the holding tank at the Operations Building, CFS Holberg and meet the following codes and standards:

- .1 Health Canada (2012) Guidelines for Canadian Drinking Water Quality— Summary Table - Water, Air and Climate Change Bureau, Healthy Environments and Consumer Safety Branch, Health Canada, Ottawa, Ontario.
- .2 Water must be chlorinated to 0.5 or 1/2 mg/l free chlorine.

## PART 4 - EQUIPMENT

### 4.1 Equipment:

- .1 All equipment must be maintained in a safe working, first class condition by the Contractor.

**APPENDIX 1 –  
ROAD GRADING  
SERVICE SCHEDULE**

If scheduled date falls on a statutory holiday, the next working day will be substituted.

Winter Schedule. Where road grading is not possible/practical due to snow, a snow and ice removal shall be substituted as required.

<b><u>Month</u></b>	<b><u>Frequency of Service</u></b>
August.	1 <sup>st</sup> Monday
September.	1 <sup>st</sup> Monday
October.	1 <sup>st</sup> and 3 <sup>rd</sup> Monday
November.	1 <sup>st</sup> and 3 <sup>rd</sup> Monday
December.	Every Monday
January	Every Monday
February	Every Monday
March.	Every Monday
April.	1 <sup>st</sup> and 3 <sup>rd</sup> Monday
May.	1 <sup>st</sup> Monday
June.	1 <sup>st</sup> Monday
July.	1 <sup>st</sup> Monday

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p style="font-size: x-small;">Date <span style="margin-left: 150px;">for the Department of National Defence</span> <span style="margin-left: 150px;">pour le ministère de la Défense nationale</span></p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p style="font-size: x-small;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

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

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

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

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

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

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

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

**Services**

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

**Cost**

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

**GST/HST**

The GST/HST cost as appropriate.

**Total**

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

**Applicable only to PWGSC contracts**

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

**Note:**

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

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

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

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

**Augmentation/Réduction**

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

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédié à**

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

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

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

**Services**

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

**Prix**

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

**TPS/TVH**

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

**Total**

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

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

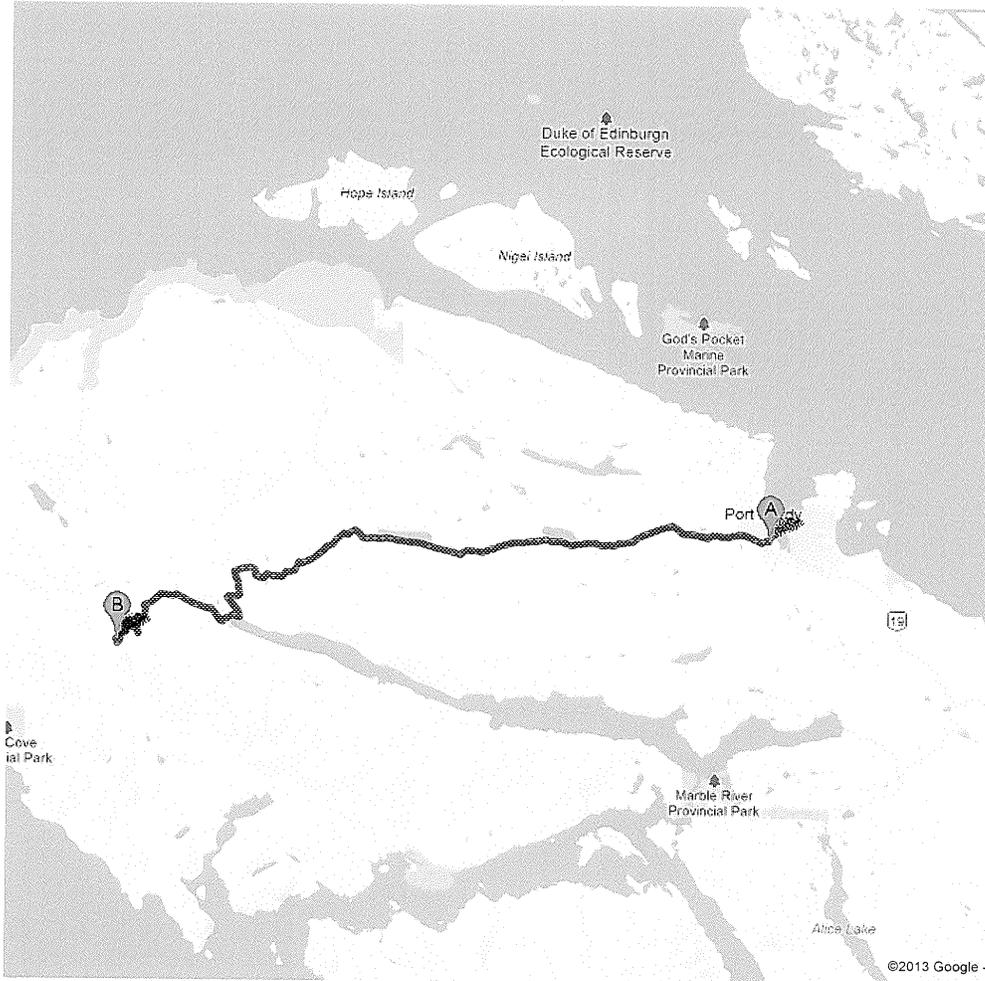
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les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

**Nota :**

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

Google

Directions to D. N. D. Rd  
59.6 km – about 1 hour 50 mins



 Douglas St/BC-19

1. Head **northwest** on **Douglas St/BC-19** toward **Holberg Rd**

go 22 m  
total 22 m
-  2. Take the 1st left onto **Holberg Rd**  
About 15 mins
 

go 6.9 km  
total 7.0 km
-  3. Slight left toward **Holberg Rd**  
About 26 mins
 

go 15.4 km  
total 22.3 km
4. Continue straight onto **Holberg Rd**  
About 11 mins
 

go 6.6 km  
total 28.9 km
-  5. Turn left onto **NE 60 Rd**  
About 20 mins
 

go 12.0 km  
total 41.0 km
-  6. Turn left to stay on **NE 60 Rd**  
About 7 mins
 

go 4.1 km  
total 45.1 km
-  7. Turn right to stay on **NE 60 Rd**  
About 1 min
 

go 500 m  
total 45.6 km
-  8. Take the 3rd left to stay on **NE 60 Rd**  
About 48 secs
 

go 350 m  
total 45.9 km
-  9. Take the 3rd left to stay on **NE 60 Rd**  
About 2 mins
 

go 1.0 km  
total 46.9 km
-  10. Turn right onto **D. N. D. Rd**  
About 27 mins
 

go 12.7 km  
total 59.6 km

 D. N. D. Rd

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on [maps.google.ca](https://maps.google.ca) and click "Report a problem" at the bottom left.

