

**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

Title - Sujet TEST GAS ALARM SYSTEMS	
Solicitation No. - N° de l'invitation W0133-11N008/A	Date 2012-02-16
Client Reference No. - N° de référence du client W0133-11N008	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-249-5819	
File No. - N° de dossier VIC-1-34025 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-06	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250) 363-8442 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 171 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

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the DND 626 Task Authorization Form and any other annexes.

2. Summary

For the provision of all labour, tools, materials, equipment, transportation and supervision necessary for the installation, testing, inspection and maintenance of Gas Alarm Systems for the Department of National Defence (DND), at 19 Wing Comox, Lazo, BC, on an "as and when requested" basis for a period of three (3) years from date of Contract award.

The requirement is subject to a preference for Canadian goods and/or services.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

1.1 List of Proposed Subcontractors

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

1.2 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.

1.3 SACC Manual Clauses

B1000T Condition of Material (2007-11-30)

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 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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

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

Section I: 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 Clauses

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

1.3 Payment by Credit Card

Canada requests that offerors complete one of the following:

(a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of task authorizations against the Contract.

The following credit card(s) are accepted:

VISA _____

Master Card _____

(b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of task authorizations against the Contract.

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

Acceptance of credit cards for payment of task authorizations 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.

(c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

- 1) Ability to perform the full scope of the work described in Annex "A".
- 2) Journeymen / Technician(s) must be fully qualified and trained on the types of controls and equipment specified herein and, for each manufacturer listed, hold a certificate of qualification and/or training issued by the manufacturer and be licensed in the Province of British Columbia to carry out the work required in accordance with all the codes relevant in the maintenance and inspection of gas detection sensors and panels.

DND and/or Public Works and Government Services Canada reserve the right to require proof of qualification from any person(s) performing work under this Contract.

1.2 Financial Evaluation

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria specified below:

- 1) In Annex "B" - Basis of Payment, for each year, the firm unit prices quoted for Items 1 to 3 will be multiplied by the estimated annual usages shown.
- 2) In Annex "B" - Basis of Payment, for each year, the percentage markup quoted in Item 4 will be applied to \$7,000.00.
- 3) The resulting amounts will be added together to obtain a total evaluated aggregate bid price for all years.
- 4) Bidders must submit firm prices for all items listed in Annex "B". Specified items that are not individually priced will be given the following values for evaluation purposes only:

The greater of \$1.00 of the highest price proposed for that item by any vendor.

A percentage mark-up on parts and materials must be provided otherwise it will be taken as zero.

1.2.1 SACC Manual Clause

A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection - Multiple Items

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.

There may be more than one Contract, for the same requirement, issued to multiple bidders/suppliers for one or more manufacturers specified in Annex "A".

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason

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

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

The Bidder or the member of the joint venture

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

Solicitation No. - N° de l'invitation

W0133-11N008/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34025

Buyer ID - Id de l'acheteur

vic249

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

W0133-11N008

CCC No./N° CCC - FMS No/ N° VME

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

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES ()** **NO ()**

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ()** **NO ()**

If so, the Bidder must provide the following information:

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

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

Certification

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

1.3 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

1.3.1 SACC Manual Clause

A3050T Canadian Content Definition (2010-01-11)

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".

1.2 Task Authorization

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

1.2.1 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.

(IF APPLICABLE, THE FOLLOWING PARAGRAPH WILL BE INSERTED WHEN MORE THAN ONE CONTRACT WILL BE AWARDED:)

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" or "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.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, 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 Project Authority and Contracting Authority before issuance.

(IF APPLICABLE, THE FOLLOWING CLAUSE WILL BE INCLUDED WHEN TWO OR MORE CONTRACTS WILL BE AWARDED:)

1.2.3 Task Authorization - Order of Ranking

____ (number to be inserted) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: W0133-11N008/A. The contractors' order of ranking is as follows:

Ranked first: _____

Ranked second: _____

etc.

1.2.4 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 ten percent (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.

1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed 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:

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 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.

1.2.6 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 \$ _____(TBD) . 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.

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

2.1 General Conditions

2035 (2011-05-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17, Interest on Overdue Accounts, of general conditions 2035 (2011-05-16), General Conditions - Higher Complexity - Services, will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

5.2 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.

5.3 Contractor's Representative

Name and telephone number of the person responsible for :

Technical issues:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Contractual issues:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price(s) 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 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 inserted 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 Department (2007-11-30)
 C0710C Time and Contract Price Verification (2007-11-30)
 C2000C Taxes - Foreign-based Contractor (2007-11-30)
 C5201C Prepaid Transportation Costs (2008-05-12)
 H1001C Multiple Payments (2008-05-12)

6.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6.5 Price Lists

Following award of a Contract, it is the Bidder's responsibility to supply and update price lists and/or catalogues as Canada may require. The Bidder must provide one (1) copy of its catalogue and price list and updates to the Project Authority. The Bidder must further send one (1) copy to the Contracting Authority at the address stated in the Contract.

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 to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;

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- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly maintenance report, if applicable.

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

8.1 SACC Manual Clause

A3060C Canadian Content Certification (2008-05-12)

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 (2011-05-16), 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. the Contractor's bid dated _____ .

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

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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

A9039C Salvage (2008-05-12)

A9062C Canadian Forces Site Regulations (2011-05-16)

B1501C Electrical Equipment (2006-06-16)

ANNEX "A" - STATEMENT OF WORK**1. GENERAL**

PWGSC contract documents shall be read in conjunction with this specification and shall govern all phases of work hereinafter specified.

2. DEFINITION

"The Engineer" is the Wing Construction Engineering Officer, or his designated representative.

3. SCOPE OF WORK.**a. General**

1. The work under this contract comprises the furnishing of all labour, materials, equipment supervision, and transportation required for the installation, inspection, calibration and testing of all Gas Alarm Annunciation Systems at Canadian Forces Base Comox, Lazo, BC

The locations of these systems are further defined in Annex 'A' attached.

b. Work includes.

1. Annual Maintenance.
2. Installation as and when requested.
3. Component repair/replacement as required at prevailing rates.
4. Emergency service when requested at prevailing call out rates. Response time shall be at the beginning of the next working day.
5. Upon completion, a written service report is required.

4. MATERIALS

- a. Non-specified materials shall not be used unless accepted by the Engineer.
- b. Requests for acceptance of non-specified materials shall be submitted in writing to the Engineer. Requests must be supported with sufficient product information to enable the Engineer to make an assessment.

5. CONTRACTOR'S RESPONSIBILITIES**a. Security Clearance**

There are buildings located within restricted areas. In order to work in restricted areas your employees will be escorted at all times.

b. Construction Safety

i The Contractor will ensure the safety of their employees as well as the safety of 19 Wing Personnel in adjacent work areas and carry out the work in a diligent and efficient manner in accordance with established safe work practice and laws for the health and safety of workers related to the performance of there work.

ii The Contractor shall comply with all Work safe BC Occupational Health and Safety Acts and Regulations.

iii The Contractor will comply with Part 8, Construction Safety Measures, of the National Building Code of Canada, 2007, and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work.

iv. The Contractor found to be not in compliance will be asked by the Engineer to stop work immediately and if necessary leave the work site at the contractors' expense until the condition is corrected and the site is secure.

c. Commencing Work

The Contractor shall not commence work without approval from the Engineer.

d. Contractor's On-Site Supervisor

The Contractor shall provide at the job site a fulltime, experienced and competent Technician, capable of, and having authority to, speak on behalf of day to day routine matters.

e. Storage and Handling

The Contractor shall be responsible for storage of his materials and equipment. Site approval must be obtained from the Engineer, for any portable storage facilities.

f. Hours of Work

The Contractor shall comply with the hours of work, ie 0730 hrs to 1530 hrs in effect at the site during the period of this contract.

g. Stoppage of Work

If the Contractor is denied access to the site or told to leave the site during a Wing Exercises he shall immediately contact the Engineer informing him of this fact and his intent, if warranted, to charge standby or waiting time.

h. Inspection

The Engineer shall be called upon to inspect each completed phase of work. The Contractor shall have a copy of the specification on the site at all time.

i. Workmanship and Materials

All workmanship and materials shall be of a high standard and in accordance with good engineering practice. The Contractor shall make good inferior workmanship and replace defective materials at his own expense. All work covered in this contract shall be performed by skilled technicians.

j. Manufacturer's Instructions

It shall be the Contractor's responsibility to follow the manufacturer's instructions for application or installation of a material or product.

k. Reporting Deterioration or Damage

Any damage or deterioration discovered during the contract, but not included in the scope of work, will be reported to the Engineer.

l. Codes, Standards and Regulations

It shall be the Contractor's responsibility to abide by all codes, standards and regulations which may govern and/or restrict the manner in which the contract is completed.

m. Protection

The Contractor shall provide continual protection from his work to personnel, vehicles, equipment or other surrounding facilities by using drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the Engineer.

n. DELETED.

o. DELETED.

p. Clean Up and Disposal.

All work areas shall be left clean and tidy at the completion of each days work. All scrap, equipment and materials, etc., shall be removed from DND property. Claims for reimbursement of landfill tipping fees must be supported with weigh scale vouches. Canadian Forces Base garbage dumpsters shall not be used by any contractor.

DND WILL NOT ACCEPT PENALTIES FOR RECYCLABLE MATERIALS.

q. Permits and Licenses

It shall be the Contractor's responsibility where applicable to obtain:

1. Provincial permits and licenses when required.
2. Canadian Forces Base permits and licenses. (Base permits are required for work in confined areas and for all hot work.)

6 **TEMPORARY SERVICES**

Temporary electric power and water may be supplied free of charge at existing points of delivery subject to the discretion and approval of the Engineer.

7. SALVAGED MATERIALS

All salvaged or scrap materials shall become the property of the Contractor unless otherwise specified by the Engineer.

8. DELETED.**9. DELETED.****10 DELETED.****11. EQUIPMENT LIST – Gas Alarm Systems**

The Gas Alarm Systems installed on Base become part of this Contract as installation warranties expire. The list of equipment shall consist of, but not be limited to, the following sensors and panels:

<u>Location</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Frequency of inspection</u>
Bldg 101	CET	2 ea: AST-MCO-N CO 2 ea: AST-END-N NO2	Annual Annual
H-15	CET	2 ea: AST-MCO-N CO 2 ea: AST-END-N NO2	Annual Annual
B 237 LOX	CET	MAC-C-JN panel 2 ea: AST-002	Semi-Annual
B 100	CET	SCN-80703-40x panel 1 ea: AST-ECO-X 1 ea: AST-CCB-X 1 ea: AST-END-X	Annual
H 14 fixed Wing	CET	4 ea: AST-MCO 4 ea: AST-END 4 ea: AST SCB	Annual
H 14 rotary	CET	4 ea: AST-MCO 4 ea: AST-END 4 ea: AST SCB	Annual
B 171	CET	PAC 44 panel 3 ea: AST-MCO	Annual

B 244 pool, is no longer in use and can be eliminated from the list.

B 125 Arena is slated to have sensors installed but at a later time

ANNEX "B" – PROPOSED BASIS OF PAYMENT

Basis of Pricing:

- Firm unit prices quoted are to include ALL applicable expenses, including travel time and personnel expenses, to perform the work and are to remain firm for the period of the Standing Offer. No other charges will be accepted.
- Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will apply and accommodations and meals will be reimbursed as per Treasury Board Travel Directive. The current Travel Directive Policy is available at the following website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>
- All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.
- Overtime must be authorized in advance by the Project Authority.
- GST/HST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Contract.
- Estimated usages are for evaluation purposes only; actual usages may vary from these amounts.
- **SUB-CONTRACTING:**
No part of this type of work in the maintenance and inspection of Gas Detection Sensors and Panels shall be sub-contracted without written authorization from the Project Authority and at a cost no greater than 110% of the firm rates/prices approved for provision of the contracted services.
- **ESTIMATES:**
Where a cost estimate has been submitted and accepted by the Site Authority, fully completed work or services will be provided or performed at a cost no greater than 100% of such estimate.
- **NO SHOW // ACCESS:**
The Contractor shall pre-arrange the date and time of service prior to visit. Where onsite service has been scheduled and confirmed but either DND has denied access or the Contractor is unable to access the building due to DND error, then the Contractor will be paid an amount equal to 100% of the applicable service call-out rate under (2) below. The Contractor will reschedule the visit.

FIRM UNIT PRICING:

Item	Description	Year 1 (est) Date of Authorization to 2013-03-31	Year 2 (est) 2013-04-01 to 2014-03-31	Year 3 (est) 2014-04-01 to 2015-03-31	Estimated Annual Usage
1 .	<u>Inspections:</u>				
1a.	Annual Inspection including all travel and personnel expenses to perform the work as per Annex "A".	\$_____/Inspection	\$_____/Inspection	\$_____/Inspection	38 inspections
1b	Semi-annual Inspection including all travel and personnel expenses to perform the work as per Annex "A".	\$_____/Inspection	\$_____/Inspection	\$_____/Inspection	2 inspections
2 .	<u>Service Call Rates, including the first hour of on-site productive labour:</u>				
2a.	During regular working hours: Monday through Friday (07:30 - 16:30)	\$_____/call	\$_____/call	\$_____/call	10 calls
2b.	Outside regular working hours: Monday through Friday (after 16:30)	\$_____/call	\$_____/call	\$_____/call	1 call
2c.	Outside regular working hours: Weekends & Statutory Holidays	\$_____/call	\$_____/call	\$_____/call	1 call
3 .	<u>Hourly Labour Rates, only in addition to (2) above:</u>				
3a.	During regular working hours: Monday through Friday (07:30 - 16:30)	\$_____/hour	\$_____/hour	\$_____/hour	60 hours
3b.	Outside regular working hours Monday through Friday (after 16:30)	\$_____/hour	\$_____/hour	\$_____/hour	8 hours
3c.	Outside regular working hours: Weekends & Statutory Holidays.	\$_____/hour	\$_____/hour	\$_____/hour	8 hours

4. Material and Replacement Parts	Year 1 (est) Date of Authorization to 2013-03-31	Year 2 (est) 2013-04-01 to 2014-03-31	Year 3 (est) 2014-04-01 to 2015-03-31	Estimated Annual Usage
4a. Material and replacement parts (except free issue), either parts alone or parts installed, at laid down cost, which includes invoice cost, transportation costs, exchange, customs and brokerage charges), plus a firm mark-up of: ----->>	_____ %	_____ %	_____ %	\$7,000.00

Sales tax to be shown as a separate item.

(Verification of Contractor's laid-down cost to be provided with invoice.)

CONTRACT PERIOD	EXTENDED PRICE
(Year 1):	\$ _____
(Year 2):	\$ _____
(Year 3):	\$ _____
TOTAL EVALUATED AGGREGATE BID PRICE:	\$ _____

ANNEX "C" - INSURANCE REQUIREMENTS

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

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ANNEX "D" - DND 626 TASK AUTHORIZATION FORM

See attached document entitled "TASK AUTHORIZATION."

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:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
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:

DESCRIPTION OF TASK	TA NUMBER	TA DOLLAR VALUE (GST/HST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST/HST INCLUDED)
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

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

SEND TO:

ATTN.: CHRISTINE CRESS
Public Works and Government Services Canada
Acquisitions Branch

Facsimile: 250-363-0395

Telephone: 250-363-8442

Email: christine.cress@pwgsc-tpsgc.gc.ca

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