

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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 PUMPS,REPAIRS,OVERHAUL,MAINTENANCE	
Solicitation No. - N° de l'invitation W0113-110569/A	Date 2012-09-13
Client Reference No. - N° de référence du client W0113-110569	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-016-6011	
File No. - N° de dossier TOR-1-34381 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-24	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Yari, Helen	Buyer Id - Id de l'acheteur tor016
Telephone No. - N° de téléphone (905) 615-2081 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB BORDEN 16 RAMILLIES ROAD, BLDG P-154 BORDEN Ontario L0M1C0 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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Delivery Required - Livraison exigée 2012-05-01	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. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on:

2 October 2012, at 10AM

Location: Room 234, Base Construction Engineering Building, 16 Ramillies Road (P-154), CFB Borden, Borden, Ontario.

Bidders are requested to communicate with the Contracting Authority 3 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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.

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 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will

render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01- Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

Subsection 4 of Section 04 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 the province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory 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 copies)
 Section II: Financial Bid - (1 copy)
 Section III: Certifications - (1 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>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidder must demonstrate compliance with the following Mandatory Criteria and provide the necessary documentation to support compliance. Should Bidder fail to provide must provide proof of the proposed resource's certification in its bid submission, the bid will be deem non-responsive.

1. Bidders must demonstrate that they are a member of the Ontario Petroleum Contractors Association (OPCA).
2. Bidders must demonstrate that they are licensed with the Technical Standard and Safety Authority (TSSA).
3. Bidder's must demonstrate that they have the following resources with a valid certificate from the TSSA: Petroleum Mechanic (PM) Level 2 and PM Level.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The Bidder must complete and submit Annex B - Basis of Payment and Annex E, Price Evaluation, in Canadian Funds. Pricing must be provided for Firm and As and When Requested Requirement for the proposed contract period and the option period..

1.2.2 SAC Manual clause C3011T (2010-01-11) Exchange Rate Fluctuation

1.2.3 Evaluation of Price

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

The price used in the evaluation will be the aggregate total for Firm Requirement and TA (as and when requested) Requirement for the proposed contract period and option period. See Annex E, Price Evaluation.

2. Basis of Selection - Mandatory Technical Criteria

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

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. Code of Conduct Certifications Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within

which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. 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 - over \$25,000 and below \$200,000 Certification

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

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

The Bidder or the member of the joint venture

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

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

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with

Treasury Board policies and directives on contracts with FPS, offerors 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 Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror 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 Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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 an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

2.3 Status and Availability of Resources

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

2.4 Education and Experience

1.4.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

2.1 Firm Requirement

2.1.1 The Contractor must perform semi-annual preventative maintenance inspections (May and October) for Petroleum, Oil, and Lubricant (POL) Facilities, which are listed below. The preventative maintenance inspection are to be performed during regular working hours (7:30 AM to 16:00 PM), Monday to Friday, excluding statutory holidays. The Contractor must perform the Work in accordance with the Specification Job No. L-B147-9900/1157 at Annex "A".

2.1.2 Preventative Maintenance Services

Maintenance service provided must be such that equipment is kept in good working condition and that maintenance, when necessary, is completed within the shortest possible time to ensure continual operation. The responsibility for maintaining the equipment in good working condition rests with the Contractor. The specific list of equipment for each POL Facilities are in Specification Job No. L-B147-9900/1157, attached herein as Annex A.

2.1.3 POL Facilities are located in various buildings at CFB Borden.

Item	Name and Civic Address	Building Number
1	Canadian Forces Fire Academy (CFFA) - No Civic Address	A-200
2	Canadian Forces Fire Academy (CFFA) - No Civic Address	A-262

Item	Name and Civic Address	Building Number
3	Canadian Forces Fire Academy (CFFA) Training Area - No Civic Address	
4	Roads and Grounds Compound - 16f Ramillies Road	P-171
5	Central Heating Plant - 21 Spitfire Lane	A-154
6	Base POL - 45b Ramillies Road	P-188
7	400 Tactical Helicopter Squadron (THS) - 60 Mitchell Street	Hangar 18
8	Air Cadets - 90 Hangar Road	Hangar 19
9	CFB Borden Hospital - 30 Ortona Road	O-166
10	Data Center - 37 Centurion Close	O-143

2.2 Task Authorization (TA) or "As and When Requested" Requirement:

The Contractor must provide repair service on an "as and when requested" basis (24 hours, 7 days per week), of fuel dispensing pumps, metering equipment, related piping and equipment, including aircraft fuel systems, located at various POL Facilities. The Contractor shall provide qualified personnel to perform all services under the contract.

2.2.1 Task Authorization Process

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

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "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 Technical Authority, if at all possible, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.2.2 Task Authorization Limit C9011C

The Technical Authority may authorize individual task authorizations up to a limit of \$15,000.00 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 Contracting Authority before issuance.

2.2.3 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.

2.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence (DND), Tech Services Construction Engineering. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2.2.5 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 below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly periods are defined as follows:

- 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 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 (contracting authority to edit the text as applicable):

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 TA's.

3. 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>)
Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012-07-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 27 – Code of Conduct and Certifications of 2010C referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 December 2013 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by 1 additional 1 year period, 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 fourteen (14) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Helen Yari
Supply Specialist
Public Works and Government Services Canada
Ontario Region - Acquisitions
33 City Centre Dr., Mississauga, ON L5B 2N5
Telephone : 905-615-2081
Facsimile: 905-615-2060
E-mail address: helen.yari@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 Technical Authority (*To be completed by Canada at contract award*).

The Technical Authority for the Contract is:

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0113-110569/A

tor016

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0113-110569

TOR-1-34381

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone : _____
 Facsimile: _____
 E-mail address: _____

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

5.3 Contractor's Representative (*To be completed by the Bidder*). The Contractor shall provide to the Technical Authority the name and telephone number of the Contractor's maintenance service depot manager who shall have full authority to act on behalf of the Contractor in connection with any matter relating to the maintenance services.

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone : _____
 Facsimile: _____
 E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Price

For the Work described in 2.1 Firm Requirement above (in PART 6) and Annex A - Specification:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, 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) or Firm Lot Price - Task Authorizations

For the Work described in 2.2 TA or "As and When Requested" Requirement above (in PART 6) and Annex A - Specification:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit 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.

6.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

6.5 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (insert "included", "excluded" or "subject to exemption") and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a. when it is 75 percent committed, or

b. four (4) months before the contract expiry date, or

c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.6 Single Payments

SACC Manual clause H1000C (2008-05-12) Single Payment

6.7 SACC Manual Clauses

C0711C (2008-05-12) Time Verification

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

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:

For Semi-annual Preventative Maintenance Inspection service

- (a) a copy of semi-annual preventative maintenance report, deficiency list with quotation for repairs;

For Task Authorization (TA) or "As and When Requested" Requirement

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses including materials;

2. Invoices must be distributed as follows:

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

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 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.

9. Applicable Laws

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

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 2010C 2012-07-16 General Conditions - Services (Medium Complexity)
 - (c) Annex A, Specification B-147-9900/1157;
 - (d) Annex B, Basis of Payment
 - (e) Annex C, Insurance Requirements
 - (f) Signed DND 626, Task Authorizations
 - (g) the Contractor's bid dated _____, as clarified on _____.

11. Defence Contract

SACC Manual Clause A9006C (2008-05-12) Defence Contract

12. SACC Manual Clauses

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

13. 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.

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tor016

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

W0113-110569

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

SPECIFICATION

JOB NO. L-B147-9900/1157

(WILL FOLLOW HEREIN ANNEX E)

ANNEX B**BASIS OF PAYMENT**

Prices herein are in Canadian Funds and GST/HST extra.

Contract Period Year 1 - from date of Contract to 31 December 2013

1. Firm Requirement - Firm, all-inclusive lot price for Semi-annual Preventative Maintenance Inspection (PMI) Service in accordance with Annex A, including inspection report, deficiency list with quotations for repairs for each of the following buildings:

Item	Name and Civic Address	Building Number	Price Per PMI	Qty.	Extended Price
1	Canadian Forces Fire Academy (CFFA) - No Civic Address	A-200	\$	2	\$
2	Canadian Forces Fire Academy (CFFA) - No Civic Address	A-262	\$	2	\$
3	Canadian Forces Fire Academy (CFFA) Training Area - No Civic Address		\$	2	\$
4	Roads and Grounds Compound - 16f Ramillies Road	P-171	\$	2	\$
5	Central Heating Plant - 21 Spitfire Lane	A-154	\$	2	\$
6	Base POL - 45b Ramillies Road	P-188	\$	2	\$
7	400 Tactical Helicopter Squadron (THS) - 60 Mitchell Street	Hangar 18	\$	2	\$
8	Air Cadets - 90 Hangar Road	Hangar 19	\$	2	\$
9	CFB Borden Hospital - 30 Ortona Road	O-166	\$	2	\$
10	Data Center - 37 Centurion Close	O-143	\$	2	\$

TOTAL COST FOR 1. FIRM REQUIREMENT

\$ _____

2. Task Authorized Requirement (As and When Requested Requirement) for Repair Service

A. Service Calls - (including emergency calls) when authorized by the engineer or his representative shall include one hour of on site productive labour, travel expenses and other overhead costs. If the Service Call exceeds one (1) day, no additional Service Call rates will apply. Service Call charge will not apply if the Contractor is on site for other work. Regular working hours are defined as 7:30 A.M. to 4:00 P.M. (16:00), Monday to Friday inclusive, excluding statutory holidays.

Item	Description	Tradesman	Helper
1	During regular working hours (Monday to Friday, 7:30 to 16:00)	\$ _____ / call	\$ _____ / call
2	Outside regular working hours (Monday to Saturday)	\$ _____ / call	\$ _____ / call
3	Sunday and Stat. Holidays	\$ _____ / call	\$ _____ / call

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B. Labour - Labour ONLY in addition to article A:

Item	Description	Tradesman	Helper
1	During regular working hours (Monday to Friday, 7:30 to 16:00)	\$_____ / hour	\$_____ / hour
2	Outside regular working hours (Monday to Saturday)	\$_____ / hour	\$_____ / hour
3	Sunday and Stat. Holidays	\$_____ / hour	\$_____ / hour

Total Estimated Cost for 2. A. and 2. B. \$_____

C. Material and Replacement Parts: Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of _____%.

Laid Down Cost - Mark-up

For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

Total Estimated Cost for 2, C. Material and Replacement Parts \$_____

TOTAL ESTIMATED COST FOR 2. TA REQUIREMENT \$_____

TOTAL LIMITATION OF EXPENDITURE FOR CONTRACT PERIOD - YEAR 1 \$_____ HST EXTRA

ANNEX B - BASIS OF PAYMENT (CONTINUED)**Option - Year 2 from 01 January 2014 to 31 December 2014**

1. Firm Requirement - Firm, all-inclusive lot price for Semi-annual Preventative Maintenance Inspection (PMI) Service in accordance with Annex A, including inspection report, deficiency list with quotations for repairs for each of the following buildings:

Item	Name and Civic Address	Building Number	Price Per PMI	Qty.	Extended Price
1	Canadian Forces Fire Academy (CFFA) - No Civic Address	A-200	\$	2	\$
2	Canadian Forces Fire Academy (CFFA) - No Civic Address	A-262	\$	2	\$
3	Canadian Forces Fire Academy (CFFA) Training Area - No Civic Address		\$	2	\$
4	Roads and Grounds Compound - 16f Ramillies Road	P-171	\$	2	\$
5	Central Heating Plant - 21 Spitfire Lane	A-154	\$	2	\$
6	Base POL - 45b Ramillies Road	P-188	\$	2	\$
7	400 Tactical Helicopter Squadron (THS) - 60 Mitchell Street	Hangar 18	\$	2	\$
8	Air Cadets - 90 Hangar Road	Hangar 19	\$	2	\$
9	CFB Borden Hospital - 30 Ortona Road	O-166	\$	2	\$
10	Data Center - 37 Centurion Close	O-143	\$	2	\$

TOTAL COST FOR 1. FIRM REQUIREMENT

\$ _____

2. Task Authorized Requirement (As and When Requested Requirement) for Repair Service

A. Service Calls (including emergency calls) when authorized by the engineer or his representative shall include one hour of on site productive labour, travel expenses and other overhead costs. If the Service Call exceeds one (1) day, no additional Service Call rates will apply. Service Call charge will not apply if the Contractor is on site for other work. Regular working hours are defined as 7:30 A.M. to 4:00 P.M. (16:00), Monday to Friday inclusive, excluding statutory holidays.

Item	Description	Tradesman	Helper
1	During regular working hours (Monday to Friday, 7:30 to 16:00)	\$ _____ / call	\$ _____ / call
2	Outside regular working hours (Monday to Saturday)	\$ _____ / call	\$ _____ / call
3	Sunday and Stat. Holidays	\$ _____ / call	\$ _____ / call

ANNEX C

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (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.

(r) 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.

2. All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$5,000,000.00. The Government's Property must be insured on "Replacement Cost (new)" basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

3. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount

usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

3. Environmental Impairment Liability Insurance

1. The Contractor must obtain *Type 2: "Contractors Pollution Liability"* insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The *Type 2: "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. 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.

4. 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.

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ANNEX D

DND 626 TASK AUTHORIZATION FORM

(WILL FOLLOW HEREIN ANNEX E)

ANNEX E**PRICE EVALUATION**

The rates proposed on Annex B, Basis of Payment will be used herein for Financial Evaluation. Should there be any discrepancies in the rates, the rates on Annex B, Basis of Payment will prevail.

Contract Period Year 1 - from date of award to 31 December 2013

1. Firm Requirement - Semi-annual PMI Service				
Item	Name and Bldg. No.	Price Per PMI (A)	Qty./Year (B)	Extended Total (AxB)
1	CFFA Bldg. No. A-200	\$	2	\$
2	CFFA Bldg. No. A-262	\$	2	\$
3	CFFA - Training Area	\$	2	\$
4	Roads and Grounds Compound - Bldg. No. P-171	\$	2	\$
5	Central Heating Plant - 21 Spitfire Lane - Bldg. No. A-154	\$	2	\$
6	Base POL - 45b Ramillies Road - Bldg. No. P-188	\$	2	\$
7	400 Tactical Helicopter Squadron (THS) - 60 Mitchell St - Hangar 18	\$	2	\$
8	Air Cadets - 90 Hangar Rd- Hangar 19	\$	2	\$
9	CFB Borden Hospital - 30 Ortona Road - Bldg. No. O-166	\$	2	\$
10	Data Center - 37 Centurion Close - Bldg. No. O-143	\$	2	\$
Item	Description	Rates (A)	Estimated Qty. , Hrs., or \$ (B)	Extended Total (AxB)
2. Task Authorized (TA) Requirement				
A.	Service Calls (including emergency calls)			
1	During regular working hours (Monday to Friday, 7:30 to 16:00)			
	Trademan	\$ _____ / call	12	\$ _____
	Helper	\$ _____ / call	12	\$ _____

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2	Outside regular working hours (Monday to Saturday)			
	Tradesman	\$ _____ / call	2	\$ _____
	Helper	\$ _____ / call	2	\$ _____
3	Sunday and Stat. Holidays			
	Tradesman	\$ _____ / call	2	\$ _____
	Helper	\$ _____ / call	2	\$ _____
B.	Labour - Labour ONLY in addition to article			
1	During regular working hours (Monday to Friday, 7:30 to 16:00)			
	Tradesman	\$ _____ / hour	80	\$ _____
	Helper	\$ _____ / hour	80	\$ _____
2	Outside regular working hours (Monday to Saturday)			
	Tradesman	\$ _____ / hour	16	\$ _____
	Helper	\$ _____ / hour	16	\$ _____
3	Sunday and Stat. Holidays	\$ _____ / hour		
	Tradesman	\$ _____ / hour	16	\$ _____
	Helper	\$ _____ / hour	16	\$ _____
C.	Material and Replacement Parts: Mark-up of ____%	(e.g. 15%=1.15) _____	\$15,000.00	\$ _____
TOTAL - CONTRACT YEAR 1 (Sum of the Extended Total)				\$ _____

Option - Year 2 - from 01 January 2014 to 31 December 2014

1. Firm Requirement - Semi-annual PMI Service				
Item	Name and Bldg. No.	Price Per PMI (A)	Qty./Year (B)	Extended Total (Ax B)
1	CFFA Bldg. No. A-200	\$	2	\$
2	CFFA Bldg. No. A-262	\$	2	\$
3	CFFA - Training Area	\$	2	\$
4	Roads and Grounds Compound - Bldg. No. P-171	\$	2	\$
5	Central Heating Plant - 21 Spitfire Lane - Bldg. No. A-154	\$	2	\$
6	Base POL - 45b Ramillies Road - Bldg. No. P-188	\$	2	\$
7	400 Tactical Helicopter Squadron (THS) - 60 Mitchell St - Hangar 18	\$	2	\$
8	Air Cadets - 90 Hangar Rd- Hangar 19	\$	2	\$
9	CFB Borden Hospital - 30 Ortona Road - Bldg. No. O-166	\$	2	\$

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10	Data Center - 37 Centurion Close - Bldg. No. O-143	\$	2	\$
Item	Description	Rates (A)	Estimated Qty. , Hrs., or \$ (B)	Extended Total (Ax B)
2. Task Authorized (TA) Requirement				
A.	Service Calls (including emergency calls)			
1	During regular working hours (Monday to Friday, 7:30 to 16:00)			
	Trademan	\$ _____ / call	12	\$ _____
	Helper	\$ _____ / call	12	\$ _____
2	Outside regular working hours (Monday to Saturday)			
	Trademan	\$ _____ / call	2	\$ _____
	Helper	\$ _____ / call	2	\$ _____
3	Sunday and Stat. Holidays			
	Trademan	\$ _____ / call	2	\$ _____
	Helper	\$ _____ / call	2	\$ _____
B.	Labour - Labour ONLY in addition to article			
1	During regular working hours (Monday to Friday, 7:30 to 16:00)			
	Trademan	\$ _____ / hour	80	\$ _____
	Helper	\$ _____ / hour	80	\$ _____
2	Outside regular working hours (Monday to Saturday)			
	Trademan	\$ _____ / hour	16	\$ _____
	Helper	\$ _____ / hour	16	\$ _____
3	Sunday and Stat. Holidays			
	Trademan	\$ _____ / hour	16	\$ _____
	Helper	\$ _____ / hour	16	\$ _____
C.	Material and Replacement Parts:	(e.g. 15%=1.15)		
	Mark-up of ____%		\$15,000.00	\$ _____
TOTAL - OPTION YEAR 2 (Sum of the Extended Total)				\$ _____
AGGREGATE TOTAL (TOTAL FOR CONTRACT YEAR 1 AND OPTION YEAR 2)				\$ _____

ANNEX A



DEPARTMENT OF NATIONAL DEFENCE
BASE CONSTRUCTION ENGINEERING
CANADIAN FORCES BASE BORDEN

SPECIFICATION

INSPECTION AND REPAIR OF POL FACILITIES VARIOUS BUILDINGS

PROJECT OFFICER:

APPROVED BY:

C. Anderson

P. Clark
A/Contracts Officer

JOB NO: L-B147-9900/1157

12-01-01



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DIVISION 1 - GENERAL REQUIREMENTS

01005	General Instructions	13
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	Preventive Maintenance Inspection List	4
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LIST OF DRAWINGS

<u>DRAWING NO.</u>	<u>TITLE</u>	<u>DATE</u>
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N/A

PART 1 - GENERAL INSTRUCTIONS

1.1 DESCRIPTION OF WORK

- .1 The work of this Contract comprises the furnishing of all labour, materials and equipment for inspection and repair of fuel dispensing units, metering equipment, related piping and equipment including aircraft fuel systems on an "as required" basis.

1.2 WORK INCLUDED

- .1 The work includes the repair of fuel dispensing pumps, metering equipment, also related piping and equipment, on an as required basis. Inspection must be performed semi-annually during the months of October and May as per Annex A.
- .2 Provide emergency service on a twenty-four (24) hour per day basis when ordered by the Service Site Authority (SSA).
- .3 The Contractor will be advised of the names of personnel authorized to request service. The Contractor must not refuse any authorized call.
- .4 The Contractor must advise the SSA of the telephone number at which he/she or his/her representative may be contacted at all times.
- .5 If the Contractor is unable to complete the work required on that day, he must return each day thereafter until the service has been completed to the satisfaction of the SSA.

1.3 LOCATION OF THE SITE

- .1 CFB Borden is located on County Road 90, 23 kms west of Barrie, Ontario.
-

1.4 SITE ACCESS

- .1 Upon entering the Base, the Contractor has voluntarily consented to a search of his vehicle and its contents while on any part of CFB Borden and said military establishments, by the Base Commander or person designated by him.
- .2 The purpose of any search conducted is to ensure the security of CFB Borden and said military establishments, and/or material or classified information belonging to the Canadian Armed Forces.

1.5 STANDARDS

- .1 Throughout the various sections of this specification, reference is made to technical standards. These standards must be considered an integral part thereof and must be read in conjunction with the drawings and specifications as if they were reproduced herein. The Contractor must, therefore, be fully familiar with their contents and requirements. The latest editions of all standards must be applicable unless a specifically dated edition is mentioned.
- .2 When reference is made to certain drawings, catalogues, or similar related data as published by equipment suppliers, the Contractor to be solely responsible for obtaining these from the described sources.

1.6 CODES

- .1 Perform work in accordance with the latest editions of the National Building Code of Canada and any other code of Provincial or local application provided that, in any case of conflict or discrepancy, the more stringent requirements must apply.
- .2 Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

1.7 ACCEPTABILITY OF MATERIALS

- .1 The acceptance of materials other than those specified must be determined by the Service Site Authority, hereinafter referred to as SSA.
-

- .2 Requests for acceptance of non-specified materials must be submitted in writing to:
Base Construction Engineering Officer
CFB Borden
P.O. Box 1000, Station Main
Borden, ON L0M 1C0.
The request must be supported with sufficient information to enable the SSA to make an assessment.

1.8 CONDITIONS OF WORK

- .1 Before commencement of project, notify the SSA at Base Borden, (705) 424-1200 extension 2823 or fax (705) 423-7243 and arrange for a starting date and contract procedures.
- .2 Hours of work will be from 0730 hrs to 1600 hrs, Monday through Friday. If for any valid reason other working hours are necessary, arrangements must be made with the SSA two working days in advance.
- .3 Confine operations, storage of materials and operation of workmen to limits indicated by the SSA and not unreasonably encumber the site. Materials and garbage containers to be located beyond 5 metres from any building.

1.9 TEMPORARY SERVICES

- .1 Existing sources of water and electricity can be made available to the Contractor at no charge, subject to the conditions of para 2 below. Conversions or alterations to existing sources of water to meet construction requirements are the responsibility of the Contractor.
 - .2 The points of delivery and limits on amount available will be determined on site by the SSA whose written permission must be obtained before any connection is made.
-

1.10 SAFETY STANDARDS

- .1 Contractors working within the confines of military establishments controlled by CFB Borden must abide by the safety standards applicable to their business as required by the statutes/rules of the Province of Ontario and the Occupational Health and Safety Act.

1.11 METRIC CONVERSION

- .1 Where design requirements, materials, etc are specified in the Imperial System and only Metric products are available, the design criteria (performance characteristics, quality, etc.) of the items to be used must be equal to or must exceed those specified.

1.12 WORKMANSHIP

- .1 All work must be done by qualified personnel recognized by the Ontario Department of Labour in the various trades. Workers must be able to produce certification of journeymen tradesperson upon request at anytime during the period of the contract.
- .2 Workmanship to be of a uniform high quality and in accordance with standard practice. All work to be completed to the satisfaction and approval of the SSA.

1.13 CLEAN UP

- .1 Remove debris daily to the Base Land Fill Site 3 kms south of the Alliston Gate. The work site must be left clean and tidy upon completion, to the satisfaction of the SSA.
 - .2 The Contractor must obtain permission to use Dump site. Permit forms can be obtained from the SSA. Contractors must adhere to landfill site restrictions and specified dumping areas.
 - .3 All materials must be separated into the following categories:
 - .1 Clean wood products (ie. branches, logs, etc.)
 - .2 Dirty wood products (ie. building lumber with nails, metal, etc. attached)
 - .3 Concrete (max size 600mm x 600mm)
 - .4 Asphalt
-

- .5 Domestic garbage
- .6 Cardboard
- .7 Leaves, grass clippings, etc.
- .8 Asbestos materials
- .9 Metal products
- .10 Sand, fill materials

Anyone not complying with the landfill site restrictions will have their Dumping Permit revoked.

- .4 The Contractor will be responsible for disposing and removing any hazardous materials, in accordance with the approved legislation and guidelines, at his own expense.

1.14 MARKING BURIED SERVICES

- .1 Before the Contractor commences any excavating he must contact the SSA for a "Digging Permit". Contractor is responsible for coordination of all utility locates.

1.15 PROVISION FOR TRAFFIC

- .1 The Contractor must at all times carry on the work in a manner that will create the least interference with traffic consistent with the performance of the work.
 - .2 Traffic through the construction zone will be controlled by and at the expense of the Contractor, by the provision, erection and maintenance of such signs, delineators, barricades, lanterns and flashing lights, and by the provision of such flagmen as are required for the proper notification and protection of the Public.
 - .3 Where shutdown of the traffic flow is necessary in order to complete the work, the Contractor (in conjunction with the SSA) will establish, provide and sign detours as required to safely move the traffic.
-

1.16 DAMAGE TO
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused by the Contractor will be made good by him without undue delay.
- .2 Equipment damaged or lost while in the Contractor's possession will be repaired or replaced by him at his expense without undue delay.

1.17 SAFETY
PRECAUTIONS - CFAD

- .1 Contractors working within the Ammunition Storage Compound must abide by the CFAD Regulations which do not permit smoking or carrying an ignition source on their person. Cigarettes, matches, electric watches, etc must be left in the custody of the Commissionaire at the entry gate.

1.18 SHOP DRAWINGS,
PRODUCT DATA AND
SAMPLES

- .1 Submit to SSA for review, shop drawings product data and samples specified.

1.19 OPERATING AND
MAINTENANCE DATA

- .1 On completion of project submit to SSA, 2 copies of Operating and Maintenance Data in English.

1.20 RECORD DRAWINGS

- .1 Maintain project record drawings and record accurately in red deviations from Contract documents. On completion of project submit record drawings to SSA.
-

PART 2 - SAFETY REQUIREMENTS

2.1 FIRE DEPARTMENT BRIEFING

- .1 The SSA to coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

2.2 REPORTING FIRES

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
 - .1 Activate nearest fire alarm box, or
 - .2 Telephone 911.
- .3 Person activating fire alarm box to remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

2.3 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm systems must not be:
 - .1 Obstructed
 - .2 Shut-off
 - .3 Left inactive at the end of a work day or shift without notification and authorization from the SSA or his representative.
 - .2 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the SSA.
-

2.4 FIRE EXTINGUISHERS

- .1 The Contractor to supply fire extinguishers, as scaled by the SSA, necessary to protect, in an emergency, the work in progress and the Contractors physical plant on site.

2.5 BLOCKAGE OF ROADWAYS

- .1 The SSA to be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

2.6 SMOKING PRECAUTIONS

- .1 Smoking is prohibited in all work places within DND buildings.
- .2 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.

2.7 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to a minimum.
 - .2 The burning of rubbish is prohibited unless approved by the SSA.
 - .3 Removal:
 - .1 All rubbish to be removed from the work site at the end of the work day or shift or as directed.
 - .4 Storage:
 - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed as required.
-

2.8 FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the SSA.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the SSA is to be notified when disposal is required.

2.9 HAZARDOUS SUBSTANCES

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives or otherwise creates a hazard to life, safety or health, work will be in accordance with the National Fire Code of Canada.
 - .2 The SSA is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
-

- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch will be at the discretion of the SSA. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethane are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The SSA is to be informed prior to and at the cessation of such work.

2.10 ASBESTOS DISCOVERY

- .1 Demolition of asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of demolition work, stop work and notify SSA immediately. Do not proceed until written instructions have been received from SSA.
- .2 Asbestos inventory report will be made available for inspection from the SSA.

PART 3 – SERVICE CONTRACT

3.1 REPORTING

- .1 On arrival at Base Borden for service or repair work the serviceman must report to the SSA.

3.2 CALL BACK SERVICE

- .1 The Contractor to provide a maximum of twenty-four (24) hour on site response time for a service call.
 - .2 Any maintenance or repairs to be done with the approval of the SSA and must be authorized by a DND 626 TA Form.
-

3.3 MATERIALS

- .1 Materials and parts used to be those specified by the manufacturer of the equipment.
- .2 If, in an emergency, the Contractor installs parts other than those specified, he must replace them with specified parts before claiming payment. No claim for other than specified parts to be made.
- .3 All replaced parts and materials not under warranty, whether serviceable or unserviceable to be returned to the SSA on completion of work.
Borden, ON L0M 1C0

3.4 TEMPORARY STRUCTURES

- .1 The Contractor must furnish and maintain all equipment, such as, temporary stairs, ramps, ladders, scaffolds, hoists, etc., as may be required for the proper execution of the work.
- .2 Temporary Structures erected by the Contractor to remain his property and must be removed by him from the site on completion of the work.
- .3 DND elevating devices will not be available at CFB Borden for Contractor use.

3.5 SALVAGE

- .1 The Contractor must not remove any salvageable material or equipment from the job without the permission of the SSA.

3.6 ALTERATIONS AND SUBSTITUTION

- .1 The Contractor must not make any changes in the design and installation of fixtures without prior written authority from the SSA.
-

Verify that signage, direction of flow pipe markings and fire protection at all sites listed in the Contract meet the current applicable codes and regulations.

CFFA – A-200

- inspect condition and verify that 2 leak sensors are functioning and reporting to Veeder-root system – model # TLS 350 UST
- inspect Viking delivery pump and Neptune meter counter for proper operation and signs of leakage and or deterioration
- verify Viking pressure relief (60 psi) and Neptune shear valve are functioning properly

CFFA – A-262

- inspect all PVC piping, valves and gauges for leakage and deterioration
- inspect 2 fiberglass Triple F holding tanks, (17 000 l) for exterior damage and leakage
- inspect 2 AO Smith (model # MP201E) pumps and FPP meter counter for leakage and proper operation

CFFA – TRAINING AREA

The following list of equipment and service required are located in areas deemed “Confined Space Entry”

- inspect 2 Leitch pumps (Model #s 1CAC and 1CBD) for proper operation and signs of deterioration
- inspect 2 Gorman – Rupp pumps (Models 82E3-B and 83C3-B) for proper operation and signs of deterioration
- inspect exterior of 2 Clemmer 910 l fuel tanks for signs of deterioration and verify Midget Levelometer (# 700632) is functioning properly
- inspect and clean interior of oil / water separator annually, including replacement of coalescer packs (Aero-flo # OCS-100) and removal and disposal of waste sludge (Haz-mat generator # to be issued) and re-assemble
- inspect all gate and butterfly valves for leakage and lubricate annually

P-171 - ROADS & GROUNDS COMPOUND

- inspect exterior of 1900 l diesel tank and 1200 l gas tank for signs of deterioration and corrosion
 - inspect nozzles and hoses for leakage
 - inspect and verify 2 level gauges operating properly (Krueger Sentry)
 - inspect 2 Gasboy pumps for proper operation (Model # 72S LDSL) and calibrate meters annually
-

A-154 - CENTRAL HEATING PLANT

- inspect exterior of 50,000 gal oil furnace tank for signs of deterioration and corrosion
- inspect all above ground valves and piping for leakage and deterioration
- verify that the following 5 alarms are functioning and reporting to the Heating Plant ; low water, low oil supply, high fill overflow and 2 interstitials inside a 3" and 4" pipe
- verify accuracy of levelometer (Master Model) with actual product level in tank

P-188 - BASE POL

- inspect condition of 11 leak sensors (5 interstitial and 6 sump) and verify that they are functioning and reporting to Veeder-root system (TLS-350 UST)
- inspect 9 island dispenser pumps and meters (Bennett 3924) for signs of leakage and deterioration and calibrate all annually
- inspect Petrovend System 2 and card reader island systems and verify that they are reporting properly
- change fuel filters semi-annually (Petro Clear # 40510 W)
- inspect all hoses (Goodyear 559 N and TOR/48LAEMS) nozzles (11A cat NEL and CAI NMI 7H) valves, swivels, break-aways, loading arms and gauges for signs of leakage and deterioration
- inspect 5 off-loading pumps (Gorman-Rupp, all O-series) and motors for proper operation and signs of leakage at gaskets, strainers, gauges, valves and couplings
- inspect and clean 5 strainers
- perform annual lubrication of all valves and pumps
- inspect exterior condition of 5 (45,000 l convault) bulk tanks for signs of damage and corrosion

HANGAR 18 – 400 TACTICAL SQUADRON – BULK TANK FARM F –34 JET FUEL

- Inspect off-loading pump (Gorman-Rupp # 03F3-B) and motor for proper operation
- Inspect and clean 4" strainer
- Inspect all piping, valves, gauges, and gaskets for signs of leakage and deterioration
- verify tank venting for proper operation
- inspect all visible electrical wiring and panel boxes for signs of damage and deterioration
- inspect condition of 2 interstitial leak sensors and 2 sump sensors and verify that they are reporting to the Veeder-root system (TLS-350)
- Drain filter/separator annually (or as required) and inspect coalescer and element cartridges (Model # HV-1622C150) – replace as required, reassemble and pressure test for differential
- Inspect exterior of 2 (45 000 l Northern Steel) bulk tanks for signs of deterioration

Cabinet filters changed Aug 2006. Tank/Separator filters changed Sept. 2007

HANGAR 18 – 400 TACTICAL SQUADRON – CABINETS (2) F-34 JET FUEL

- Inspect interior and exterior of refuelling cabinets for signs of damage and deterioration
- Inspect condition of 3 sump leak sensors and verify that they are reporting to the Veeder-root system (TLS-350)
- Inspect all valves, hoses, air lines, nozzles, quick-disconnects, swivels and gauges for signs of leakage and deterioration
- Pressure test cabinet hoses (150' x 1 ½ ") annually
- Inspect re-circ pumps (Gorman-Rupp O-series) for proper operation and signs of leakage
- Inspect + 100 additive pumps (Liquid Motors # 150-1P2) for proper operation and signs of leakage
- Inspect all visible electrical wires, connections, and boxes for signs of damage
- Inspect condition and verify proper operation of hose reel, recirc pump, lighting and emergency shut-off switches
- Inspect grounding reel cables and clamps for damage and deterioration
- Inspect meters (Liquid Motors # M-5-1) and calibrate annually to 250 l, product to be off-loaded at fuel farm
- Cabinet filters (# I-622A4TB + 100 compatible) to be changed as required or every 2 years

HANGAR 19 - AIR CADET FUEL TANK - AVGAS

- Inspect Gormann – Rupp pump (80 series) for proper operation and signs of leakage
- Verify integrity of tank vacuum
- Inspect hose, swivels and nozzle for signs of deterioration
- Inspect Fill-Rite meter (900 series) and verify calibration
- Inspect all grounding points, including reel, cable and tank for proper operation

O-166 CFB BORDEN HOSPITAL - DIESEL / UST

- Inspect Fibreglass tank (4540 l) for signs of leakage and deterioration
- Verify product level with Midget Levelometer
- Inspect supply, return and vent piping for deterioration
- Verify level alarms for proper operation
- Inspect duplex pump system (Albany # 1LEV) for signs of leakage and deterioration

0-143 - DATA CENTER - 2 UST

- Ensure Env. Canada and ULC signage and requirements exist
 - inspect condition and verify all leak sensors are functioning and reporting to Veeder-root system - Model # TLS 350 UST
 - Verify vacuum between interstitial tank walls
 - Verify proper tank venting
 - Remove all standing water from sumps and fuel tanks
 - Verify tank cathodic protection annually
-

ALL INSPECTIONS ARE TO BE COORDINATED IN ADVANCE WITH THE CONTRACTS INSPECTOR AND THE WSPOL SUPERVISOR.

ALL SERVICES TO BE PERFORMED SEMI-ANNUALLY UNLESS INDICATED OTHERWISE.

ALL INSPECTION REPORTS MUST BE ACCOMPANIED BY DEFICIENCY LISTS WITH QUOTATIONS FOR EXPECTED REPAIRS.

SUCCESSFUL VENDOR WILL BE EXPECTED TO RECEIVE INDIVIDUAL CALL-UPS AND PERFORM SERVICE ON ANY AND ALL ITEMS LISTED IN THE CONTRACT.

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

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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