

**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**

<b>Title - Sujet</b> Hoists - Inspection & Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W0113-120112/A	<b>Date</b> 2012-08-14
<b>Client Reference No. - N° de référence du client</b> W0113-120112	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-212-5987	
<b>File No. - N° de dossier</b> TOR-2-35087 (212)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-08-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Shaw, Marian	<b>Buyer Id - Id de l'acheteur</b> tor212
<b>Telephone No. - N° de téléphone</b> (905) 615-2065 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Borden 16 Ramillies Rd., 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

<b>Delivery Required - Livraison exigée</b> 2012-09-01	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Solicitation No. - N° de l'invitation

W0113-120112/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35087

Buyer ID - Id de l'acheteur

tor212

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

W0113-120112

CCC No./N° CCC - FMS No/ N° VME

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Annex E      Calculation of Price to be used in Evaluation

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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 23 August 2012, at 10:00 am, Contracts Conference Room, Room 234, 16 Ramillies Road (P-154), CFB Borden, Borden, Ontario. Bidders are requested to communicate with the Contracting Authority three (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.

Subsection 5.4 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.

### 3. Enquiries - Bid Solicitation

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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)

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

- a) The Bidder must have a minimum of five (5) years documented trade experience in Inspection & Repair of Automotive lifts. To demonstrate this experience the Bidder must provide details related to the history and background of their company including the total number and value of projects related to inspection & repair of automotive lifts in the last 5 years.

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

The Bidder must complete and submit Annex B, Basis of Payment in the format provided, with their bid at time of bid closing. Pricing must be provided in Canadian funds for the Firm and As and When Requested Requirement for the entire proposed contract period.

##### **1.2.2 Evaluation of Price**

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

- 1.2.3** The price used in the evaluation will be the aggregate total for the Firm Requirement and TA (as and when requested) Requirement for the total 3 year period proposed at Annex B, Basis of Payment.

The extended price will be calculated by multiplying the estimated usage values by the Bidder's corresponding unit price proposed at Annex B, Basis of Payment for each year of the contract. The evaluated price is the aggregate of all the extended prices for all pricing periods. 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 - Consent to a Criminal Record Verification**

- 1.1** Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### **2. Certifications Precedent to Contract Award and Certifications Required with the Bid**

Bidders must submit the certifications as provided below:

#### **2.1 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.

### 2.1.1 Federal Contractors Program - Certification

#### Federal Contractors Program - over \$25,000 and below \$200,000

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

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

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

The Bidder or the member of the joint venture

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

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

### 2.1.2 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, 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.

## **2.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

### 2.2.1 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 services offered are Canadian services, as defined in clause A3050T, may be considered.

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

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

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

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

## 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

The Contractor must perform the Semi-annual Preventative Maintenance Inspection (PMI) Service for the hydraulic automotive lifting devices detailed at Annex A-1 in accordance with the Statement of Work at Annex "A".

#### 2.2 Task Authorization

The Contractor must provide repair service on an "as and when requested basis" of the hydraulic automotive lifting devices detailed at Annex A-1 using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

The Contractor must provide qualified personnel to perform all services under the contract.

#### 2.2.1 Task Authorization Process

##### Task Authorization:

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

**Task Authorization Process:**

1. The Technical Authority 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**

The Technical Authority may authorize individual task authorizations up to a limit of \$2,500.00 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.

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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:

#### 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>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

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

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from 1 November 2012 to 31 October 2015 inclusive.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marian Shaw  
Supply Specialist  
Public Works and Government Services Canada  
Ontario Region - Acquisitions  
33 City Centre Dr., Mississauga, ON L5B 2N5  
Telephone : 905-615-2065  
Facsimile: 905-615-2060  
E-mail address: marian.shaw@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:

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).*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone : \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price(s)

For the Firm Requirement - Semi-annual Preventative Maintenance Inspection (PMI) Service) in accordance with the Statement of Work in Annex A..

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (*amount to be inserted 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 Limitation of Price** (For the firm requirement)  
SACC Manual clause C6000C (2011-05-16) Limitation of Price

**6.3 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations**

For the Task Authorization or "As and When Requested" Requirement of the Statement of Work in Annex A..

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 \$ \_\_\_\_\_ (*amount 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.

**6.5 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*amount to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada 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

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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.

## 8.2 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification

## 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, Statement of Work;
- (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 (2012-07-16) 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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**ANNEX A**

**STATEMENT OF WORK**

The document is attached separately - Specification Job No. L-B147-SC-132/12 (16 Pages)

**ANNEX B****BASIS OF PAYMENT**

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

**Year 1 - From 01 November 2012 to 31 October 2013)****1. Firm Requirement - Semi-annual Preventative Maintenance Inspection (PMI)**

The Contractor must complete the Semi-annual Preventative Maintenance Inspection (PMI) Service for all equipment listed in accordance with Annex A and Annex A-1.

The semi-annual PMI to be carried out twice per year, during the months of July and January.

The prices detailed below is an all inclusive firm lot price including all labour, equipment, tools and all other costs, including materials (GST/HST extra), to complete the scheduled maintenance requirements outlined in Annex A and Annex A-1 as follows:

Firm lot price

PMI for July \$ \_\_\_\_\_

PMI for January \$ \_\_\_\_\_

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)****Year 2 - From 01 November 2013 to 31 October 2014****1. Firm Requirement - Semi-annual Preventative Maintenance Inspection (PMI)**

The Contractor must complete the Semi-annual Preventative Maintenance Inspection (PMI) Service for all equipment listed in accordance with Annex A and Annex A-1.

The semi-annual PMI to be carried out twice per year, during the months of July and January.

The prices detailed below is an all inclusive firm lot price including all labour, equipment, tools and all other costs, including materials (GST/HST extra), to complete the scheduled maintenance requirements outlined in Annex A and Annex A-1 as follows:

Firm lot price

PMI for July \$ \_\_\_\_\_

PMI for January \$ \_\_\_\_\_

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 2 \$\_\_\_\_\_ HST EXTRA

**ANNEX B - BASIS OF PAYMENT (CONTINUED)****Year 3 - From 01 November 2014 to 31 October 2015****1. Firm Requirement - Semi-annual Preventative Maintenance Inspection (PMI)**

The Contractor must complete the Semi-annual Preventative Maintenance Inspection (PMI) Service for all equipment listed in accordance with Annex A and Annex A-1.

The semi-annual PMI to be carried out twice per year, during the months of July and January.

The prices detailed below is an all inclusive firm lot price including all labour, equipment, tools and all other costs, including materials (GST/HST extra), to complete the scheduled maintenance requirements outlined in Annex A and Annex A-1 as follows:

Firm lot price

PMI for July \$ \_\_\_\_\_

PMI for January \$ \_\_\_\_\_

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 3 \$\_\_\_\_\_ HST EXTRA

## 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.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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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. 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**

The document is attached separately - 1 Page.

**ANNEX E****CALCULATION OF PRICE TO BE USED IN 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 01 November 2012 to 31 October 2013)

<b>1. Firm Requirement - Semi-annual PMI Service</b>				
<b>Item</b>	<b>Name and Bldg. No.</b>	<b>Firm Lot Price Per PMI (A)</b>	<b>Qty./Year (B)</b>	<b>Extended Total (AxB)</b>
1	Semi-annual PMI Service (July and January) in accordance with Annex A and Annex A-1	\$	2	\$
<b>2. Task Authorized (TA) Requirement</b>				
<b>Item</b>	<b>Description</b>	<b>Rates (A)</b>	<b>Estimated Qty. , Hrs., or \$ (B)</b>	<b>Extended Total (AxB)</b>
<b>A.</b>	<b>Service Calls</b> (including emergency calls)			
1	During regular working hours (Monday to Friday, 7:30 to 16:00 )			
	Trademan	\$_____ / call	5	\$_____
	Helper	\$_____ / call	3	\$_____
2	Outside regular working hours (Monday to Saturday)			
	Trademan	\$_____ / call	2	\$_____
	Helper	\$_____ / call	1	\$_____
3	<b>Sunday and Stat. Holidays</b>			
	Trademan	\$_____ / call	1	\$_____
	Helper	\$_____ / call	1	\$_____
<b>B.</b>	<b>Labour - Labour ONLY</b> in addition to article			
1	During regular working hours (Monday to Friday, 7:30 to 16:00 )			
	Trademan	\$_____ / hour	25	\$_____

	Helper	\$_____/hour	12	\$_____
2	<b>Outside regular working hours (Monday to Saturday)</b>			
	Trademan	\$_____/hour	4	\$_____
	Helper	\$_____/hour	2	\$_____
3	<b>Sunday and Stat. Holidays</b>	\$_____/hour		
	Trademan	\$_____/hour	1	\$_____
	Helper	\$_____/hour	1	\$_____
<b>C.</b>	<b>Material and Replacement Parts: Mark-up of ____%</b>	<b>(e.g. 15%=1.15)</b> _____	\$2,000.00	\$_____
<b>TOTAL - CONTRACT YEAR 1 (Sum of the Extended Total)</b>				\$_____

**Contract Period Year 2 - From 01 November 2013 to 31 October 2014**

<b>1. Firm Requirement - Semi-annual PMI Service</b>				
<b>Item</b>	<b>Name and Bldg. No.</b>	<b>Firm Lot Price Per PMI (A)</b>	<b>Qty./Year (B)</b>	<b>Extended Total (AxB)</b>
1	Semi-annual PMI Service (July and January) in accordance with Annex A and Annex A-1	\$	2	\$
<b>2. Task Authorized (TA) Requirement</b>				
<b>Item</b>	<b>Description</b>	<b>Rates (A)</b>	<b>Estimated Qty. , Hrs., or \$ (B)</b>	<b>Extended Total (AxB)</b>
<b>A.</b>	<b>Service Calls</b> (including emergency calls)			
1	<b>During regular working hours (Monday to Friday, 7:30 to 16:00 )</b>			
	Trademan	\$_____/call	5	\$_____
	Helper	\$_____/call	3	\$_____
2	<b>Outside regular working hours (Monday to Saturday)</b>			
	Trademan	\$_____/call	2	\$_____
	Helper	\$_____/call	1	\$_____
3	<b>Sunday and Stat. Holidays</b>			

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	Trademan	\$_____ / call	1	\$_____
	Helper	\$_____ / call	1	\$_____
<b>B.</b>	<b>Labour - Labour ONLY in addition to article</b>			
1	<b>During regular working hours (Monday to Friday, 7:30 to 16:00 )</b>			
	Trademan	\$_____ / hour	25	\$_____
	Helper	\$_____ / hour	12	\$_____
2	<b>Outside regular working hours (Monday to Saturday)</b>			
	Trademan	\$_____ / hour	4	\$_____
	Helper	\$_____ / hour	2	\$_____
3	Sunday and Stat. Holidays	\$_____ / hour		
	Trademan	\$_____ / hour	1	\$_____
	Helper	\$_____ / hour	1	\$_____
<b>C.</b>	<b>Material and Replacement Parts: Mark-up of ____%</b>	<b>(e.g. 15%=1.15)</b> _____	\$2000.00	\$_____
<b>TOTAL - CONTRACT YEAR 2 (Sum of the Extended Total)</b>				\$_____

**Contract Period Year 3 - From 01 November 2014 to 31 October 2015**

<b>1. Firm Requirement - Semi-annual PMI Service</b>				
Item	Name and Bldg. No.	Firm Lot Price Per PMI (A)	Qty./Year (B)	Extended Total (AxB)
1	Semi-annual PMI Service (July and January) in accordance with Annex A and Annex A-1	\$	2	\$
<b>2. Task Authorized (TA) Requirement</b>				
Item	Description	Rates (A)	Estimated Qty. , Hrs., or \$ (B)	Extended Total (AxB)
<b>A.</b>	<b>Service Calls (including emergency calls)</b>			
1	During regular working hours (Monday to Friday, 7:30 to 16:00 )			

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	Trademan	\$ _____ / call	5	\$ _____
	Helper	\$ _____ / call	3	\$ _____
2	Outside regular working hours (Monday to Saturday)			
	Trademan	\$ _____ / call	2	\$ _____
	Helper	\$ _____ / call	1	\$ _____
3	<b>Sunday and Stat. Holidays</b>			
	Trademan	\$ _____ / call	1	\$ _____
	Helper	\$ _____ / call	1	\$ _____
<b>B.</b>	<b>Labour - Labour ONLY in addition to article</b>			
1	During regular working hours (Monday to Friday, 7:30 to 16:00 )			
	Trademan	\$ _____ / hour	25	\$ _____
	Helper	\$ _____ / hour	12	\$ _____
2	<b>Outside regular working hours (Monday to Saturday)</b>			
	Trademan	\$ _____ / hour	4	\$ _____
	Helper	\$ _____ / hour	2	\$ _____
3	Sunday and Stat. Holidays	\$ _____ / hour		
	Trademan	\$ _____ / hour	1	\$ _____
	Helper	\$ _____ / hour	1	\$ _____
<b>C.</b>	<b>Material and Replacement Parts: Mark-up of ____%</b>	<b>(e.g. 15%=1.15)</b> _____	\$2,000.00	\$ _____
<b>TOTAL - CONTRACT YEAR 3 (Sum of the Extended Total)</b>				\$ _____



DEPARTMENT OF NATIONAL DEFENCE  
BASE CONSTRUCTION ENGINEERING  
CANADIAN FORCES BASE BORDEN

SPECIFICATION

# CONTRACT FOR INSPECTION, MAINTENANCE AND REPAIR TO AUTOMOTIVE LIFTING DEVICES

PROJECT OFFICER:

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W.A. Perry

JOB NO: L-B147-SC-132/12



APPROVED BY:

---

P. Clark  
A/Contracts Officer

12-05-01

<u>SECTION</u>	<u>TITLE</u>	<u>PAGES</u>
	<u>DIVISION 1 - GENERAL REQUIREMENTS</u>	
01005	General Instructions	12
14450	Work Included	2
	<u>ANNEX</u>	
Annex A-1	List of Buildings	1

LIST OF DRAWINGS

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

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## PART 1 - GENERAL INSTRUCTIONS

### 1.1 DESCRIPTION OF WORK

- .1 The work of this Contract comprises the furnishing of all labour, materials and equipment required for the inspection, maintenance and repair of hydraulic automotive lifting devices located in various buildings at CFB Borden, as listed in Annex "A-1" of this specification.

### 1.2 SCOPE OF WORK

- .1 Work includes but is not necessarily limited to that listed in section 14450 Part 1 General.

### 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 PA.
- .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 PA to make an assessment.

## 1.8 CONDITIONS OF WORK

- .1 Before commencement of project, notify the PA at Base Borden, (705) 424-1200 extension 2610 or fax (705) 423-7243 and arrange for a starting date and contract procedures.
  - .2 Hours of work must 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 PA two working days in advance.
-

- .3 Confine operations, storage of materials and operation of workmen to limits indicated by the PA 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 paragraph 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 PA 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 Ministry 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 PA.

### 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 PA.
- .2 The Contractor must obtain permission to use Dump site. Permit forms can be obtained from the PA. 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 materialsAnyone not complying with the landfill site restrictions must have their Dumping Permit revoked.
- .4 The Contractor must 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 PA 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 must 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 PA) must 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 must be made good by him without undue delay.
- .2 Equipment damaged or lost while in the Contractor's possession must 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 PA for review, shop drawings product data and samples specified.
-

1.19 OPERATING AND  
MAINTENANCE DATA

- .1 On completion of project submit to PA, 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 PA.

PART 2 - SAFETY REQUIREMENTS

2.1 FIRE DEPARTMENT  
BRIEFING

- .1 The PA 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 PA or his representative.

.2 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the PA.

#### 2.4 FIRE EXTINGUISHERS

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

#### 2.5 BLOCKAGE OF ROADWAYS

.1 The PA 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 PA.

.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 PA.
- .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 PA 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 must be in accordance with the National Fire Code of Canada.
- .2 The PA 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 must be at the discretion of the PA. 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 PA 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 PA immediately. Do not proceed until written instructions have been received from PA.
- .2 Asbestos inventory report will be made available for inspection from the PA.

## PART 3 – SERVICE CONTRACT

### 3.1 REPORTING

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

### 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 PA and must be authorized by a DND 626 Task Authorization Form.

### 3.3 AUTHORIZATION OF WORK

- .1 The Contractor, on receipt of an acceptance of contract will be advised by the PA of the names of persons authorized to request service. Work undertaken at the request of others must be entirely at the Contractor's risk with regard to payment.
- .2 For every Task Authorization (TA) call-up the Contractor must be given a scope of work and shown the site in question. Within 2 working days an estimate is to be submitted by the Contractor to the PA. Estimate is to be broken down showing material and labour costs.
- .3 The PA reserves the right to reject any estimates that are found unreasonable.
- .4 After an estimate is accepted, service must be requested on a DND 626 Task Authorization Form. This form must be signed by an authorized person.
- .5 No extra payment must be given to the Contractor other than the amount shown on the estimate.
- .6 The Contractor must not refuse any call for service requested by the PA and must begin work within one week from acceptance of estimate. Once the work is started it must be completed without delay.
- .7 In an emergency situation the Contractor must, upon verbal authorization from the PA, proceed with work within four (4) hours and the DND 626 Task Authorization Form will be issued as soon as it is practical to have PA supply same.

### 3.4 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 PA on completion of work.

### 3.5 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.

### 3.6 SALVAGE

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

### 3.7 ALTERATIONS AND SUBSTITUTION

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

## PART 1 - GENERAL

### 1.1 SCOPE OF WORK

- .1 The work under this Service Contract comprises the furnishing of all labour, material and equipment required for the inspection, maintenance and repair of hydraulic automotive lifting devices as listed in Annex "A-1" of this specification.

### 1.2 WORK INCLUDED

- .1 Inspection and Maintenance
  - .1 Inspection and maintenance must be semi-annual, to be done during the months of July and January. This work must be completed during regular working hours.
  - .2 Inspection and maintenance must include the following:
    - .1 Check and bring oil to proper levels, using only new oil containing a rust inhibitor and anti-foaming additive.
    - .2 Lubricate all grease fittings using a quality, water repellent, high viscosity lubricating grease. Apply with hand grease gun unless otherwise recommended by manufacturer.
    - .3 Check all packing glands, pistons (for scoring), joints and valves for oil and air leaks, lubricate valves if required and make mechanical adjustments as required for proper operation.
    - .4 Check all electrical connections and wiring from disconnect to units, tighten all connections.
    - .5 Check all wells, Pits and drains ensuring they are free from debris.
    - .6 All manufacturers instructions and standards regarding maintenance must be adhered to.
    - .7 Check all safety equipment for proper adjustment and operation. Ensure all guards, lockouts and warning labels are in place and in good repair.

.3 Upon completion of the inspection the Contractor must submit a report broken down by Building and equipment as to the conditions of the lifting/levelling device(s). Accompanying this report must be an estimate of repairs required above normal maintenance.

.2 Call Back Service

.1 The Contractor must provide a maximum of forty eight (48) hour response time for repair calls.

.2 Any repairs required must be done with the approval of the Project Authority and the repair authorized by a DND 626 Task Authorization Form.

.3 On arrival at Base Borden for service or repair work, the serviceman must report to the Service Site Authority.

1.3 MATERIALS

- .1 All replacement parts and material not under warranty, whether serviceable or unserviceable must be returned to the Contract Section on completion of work.
-

HOIST #	BUILDING ADDRESS & NO.	HOIST DESCRIPTION	S/N
1	45 Maintenance Rd. (O-95)	A Shop Rotary Lift SPO12N717	DBD09C0001
2	45 Maintenance Rd. (O-95)	B Shop AMMCO 4T220SAR3	220A102701
3	45 Maintenance Rd. (O-95)	B Shop Rotary SPO12N717	DBD09C0002
4	45 Maintenance Rd. (O-95)	B Shop AMMCO	02056791
5	45 Maintenance Rd. (O-95)	C Shop AMMCO B2900	981228987
6	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGI08D0025
7	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGI08D0026
8	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGI08D0027
9	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGJ08C0011
10	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KFO08C0005
11	45 Maintenance Rd. (O-95)	AMMCO	210C122901
12	45 Maintenance Rd. (O-95)	AMMCO	218C122901
13	221 Craftsman Road (A-254)	Wheeltronic 8021	83326
14	221 Craftsman Road (A-254)	Wheeltronic 8021	83327
15	221 Craftsman Road (A-254)	Wheeltronic 8021	83328
16	221 Craftsman Road (A-254)	Wheeltronic 8021	83330
17	221 Craftsman Road (A-254)	Wheeltronic 8021	83363
18	221 Craftsman Road (A-254)	Wheeltronic 8021	83377
19	221 Craftsman Road (A-254)	Wheeltronic Scissor 63-350	92098
20	1067 Dieppe Road (A-179)	AMMCO	P990329553
21	1067 Dieppe Road (A-179)	AMMCO	P980828050
22	1067 Dieppe Road (A-179)	AMMCO	P980828070
23	1067 Dieppe Road (A-179)	AMMCO	P990129173
24	155 Hanger Road (A-175)	AMMCO B2900	P990129089
25	16F Ramillies Road (P-171)	Rotary TLO7N567	BFW04B0001
26	80 Ramillies Road (P-156)	Rotary SM301-200	JB03J0001

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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