

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**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><br>Maintenance & Repair Corcan Equip.   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>21C21-140001/A   | <b>Date</b><br>2013-05-01                    |
| <b>Client Reference No. - N° de référence du client</b><br>21C21-140001  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$MCT-018-4638   |  |
| <b>File No. - N° de dossier</b><br>MCT-2-35160 (018)   | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-06-11</b>   |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Daylight Saving<br>Time ADT  |  |
| <b>F.O.B. - F.A.B.</b><br><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><br>Martin, Lisa M.   | <b>Buyer Id - Id de l'acheteur</b><br>mct018 |
| <b>Telephone No. - N° de téléphone</b><br>(506) 851-7811 ( )   | <b>FAX No. - N° de FAX</b><br>(506) 851-6759 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>CORRECTIONAL SERVICE OF CANADA<br>Corcan Regional Headquarters<br>310 BAIG BLVD., UNIT 10<br>MONCTON<br>New Brunswick<br>E1E1C8<br>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**

NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein  | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><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

21C21-140001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct018

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

21C21-140001

File No. - N° du dossier

MCT-2-35160

CCC No./N° CCC - FMS No/ N° VME

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## Annex D      Technical Evaluation Criteria

## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### 2. Statement of Work

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

*(Derived from - Provenant de: B4007T, 16/06/06 )*

### 3. Debriefings

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### 1.1 SACC Manual Clauses

| SACC Reference | Section | Date       |
|----------------|---------|------------|
| C9000T         | Price   | 2010/08/16 |

### 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.

#### 2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

*(Derived from - Provenant de: A9076T, 25/05/07 )*

### **3. Former Public Servant - Competitive Requirements**

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

#### **Definitions**

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

### Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

*(Derived from - Provenant de: A3025T, 25/04/13)*

### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

### 5. Applicable Laws

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

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

Section I: Technical Bid ( 1copy)  
Section II: Financial Bid ( 1 copy)  
Section III: Certifications (1copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### Section 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 Applicable Taxes must be shown separately.

### 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

Mandatory Technical Criteria as specified in Annex "D"

## 1.2 Financial Evaluation

SACC Manual Clause A0220T (2013/04/25), Evaluation of Price

## 2. Basis of Selection

| SACC Reference | Section   | Date       |
|----------------|---|------------|
| A0031T         | Basis of Selection - Mandatory Technical Criteria | 2010/08/16 |

## 3. Security Requirement

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## PART 5 - CERTIFICATIONS

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

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

## 1. Mandatory Certifications Required Precedent to Contract Award

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

## 2. Additional Certifications Precedent to Contract Award

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

### 2.1 Federal Contractors Program - Certification

#### Federal Contractors Program - \$200,000 or more

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

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

- If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- 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

- is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

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

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

(Derived from - Provenant de: A3030T, 25/04/13)

## 2.2 Status and Availability of Resources

| SACC Reference | Section                              | Date       |
|----------------|--------------------------------------|------------|
| A3005T         | Status and Availability of Resources | 2010/08/16 |

## 2.3 Education and Experience

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

- 1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

### 2. Statement of Work

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

*(Derived from - Provenant de: B4007C, 16/06/06 )*

### **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 (2013/04/25), 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 date of award to March 31, 2014 inclusive

*(Derived from - Provenant de: A9022C, 25/05/07 )*

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 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.

*(Derived from - Provenant de: A9009C, 12/12/08 )*

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lisa Martin  
Title: Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1

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Buyer ID - Id de l'acheteur

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File No. - N° du dossier

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Telephone: 1-506-851-7811  
Facsimile: 1-506-851-6759  
E-Mail: lisa.m.martin@pwgsc-tpsgc.gc.ca

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

## 5.2 Project Authority

The Project Authority for the Contract is: **Details will be provided in any resulting contract**

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

## 5.3 Contractor's Representative (bidder please complete)

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

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

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

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

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

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

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

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

*(Derived from - Provenant de: A3025C, 21/03/13)*

## 7. Payment

### 7.1 Basis of Payment

## Basis of Payment - Limitation of Expenditure

For the Work described in the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra.

*(Derived from - Provenant de: C0206C, 25/04/13)*

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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.

*(Derived from - Provenant de: C6001C, 16/05/11 )*

### 7.3 SACC Manual Clauses

| SACC Reference | Section                                       | Date       |
|----------------|---|------------|
| A9117C         | T1204 - Direct Request by Customer Department | 2007/11/30 |
| C2000C         | Taxes - Foreign-based Contractors             | 2007/11/30 |
| H1000C         | Single Payment                                | 2008/05/12 |

## 8. 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.

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.

*(Derived from - Provenant de: H5001C, 12/12/08 )*

**9. Certifications**

**9.1 Compliance**

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

**10. Applicable Laws**

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

**11. 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 (2013/04/25), General Conditions - Services (Medium Complexity);  
 (c) Annex A, Statement of Work  
 (d) Annex B, Basis of Payment  
 (e) Annex C, Security Requirements Check List  
 (f) the Contractor's bid dated \_\_\_\_\_

**12. SACC Manual Clauses**

| <b>SACC Reference</b> | <b>Section</b>              | <b>Date</b> |
|-----------------------|-----------------------------|-------------|
| A9039C                | Salvage                     | 2008/05/12  |
| A9068C                | Government Site Regulations | 2010/01/11  |
| C0711C                | Time Verification           | 2008/05/12  |

**13. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in 13.1. 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.

*(Derived from - Provenant de: G1001C, 12/05/08 )*

### **13.1 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)

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- (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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

*(Derived from - Provenant de: G2001C, 12/05/08 )*

## ANNEX "A" STATEMENT OF WORK

### Maintenance & Repair of CORCAN Shop Equipment

#### Background:

CORCAN is a Special Operating Agency and is part of the Correctional Service of Canada. CORCAN provides employment and training needs to offenders in the furniture manufacturing trades. CORCAN produces office furniture and custom wood products such as tables, dressers, wardrobes, coat trees, etc. The machinery and equipment in these workshops need to be repaired and maintained (preventive maintenance) according to industry standards, in order to keep the production going forward.

#### Scope:

The contractor will provide preventive maintenance and repairs to the CORCAN workshop equipment (listed below). The contractor or delegate is to determine work procedures to replace and fit all worn parts, bearings, align gears and shafts, attach motors, drives, in feeds etc and connect couplings and belts to precise tolerances, align and test equipment and make any necessary adjustments.

The contractor or delegate must be able to install rebuilt kits from the manufacturer, to inspect and assess the machinery and perform preventive maintenance.

#### Task:

The contractor will supply all labour, tools and protective equipment necessary to perform their duties while servicing and repairing the following equipment. This list is not expected to be exhaustive as there will be machines of similar caliber purchased or replaced during the life of the contract. The contractor will ensure all log books on equipment valued over \$10K will be updated upon completion of work and all regular maintenance to be provided as per the equipment manuals.

Work will be performed at a minimum of thirty (30) regular hours/week and the balance on an as needed basis.

- 65 ton Punch press
- 38 ton Punch press
- 35 ton Punch Press
- Double Miter Saw
- cold cut metal saw
- Nederman fume extraction systems and arms.
- 1 Pipe Notcher
- 1 Pipe and Tube Bender
- 1 Parts Washer
- 1 x10 foot Metal Shear
- 1 x 10 foot Press Brake
- 1 Peddinghaus 400 Iron Worker
- 1 x 55 Ton Hydraulic Press
- Arpoga Gear Head Drill Press
- Various portable welders Mig and Tig
- Spectrum # 700 DC Plasma torch held Metal Cutter
- 1 Hypertherm -1000 Plasma Cutter

- 1 Hypertherm – 1650 plasma cutter with a torch Mate plasma table and software
- 1 Miller Dial Arch H.F. Tig Welder water cooled
- Several Pallett Jacks All Shops
- 1 Brown and Boggs 3" Steel Roller
- 1 x 3 Foot hand held steel bending Brake
- 1 Dial Arc 250 250/AC/DC Welding machine
- 2 Jaespa Horizontal Double Miter Band saw
- 2 Acetylene & Oxygen Portable torch stations
- 1 Magnum cut Milling Machine
- Sewing Machines,
- Air rivet guns, strappers, (manual and automated).
- Air assisted glue guns plus all air lines leading to multiple areas. 7 Shops
- 2 Panel Saw CNC
- 2 Edgebanders
- CNC – machine cnetres (3)
- 2 Corner Rounder
- Various Bandsaws
- Wide Belt Sander
- Clamping machine (clamp carrier)
- Straight line Rip Saw
- Cut off saw
- 2 18" Jointer
- 24" thickness planer
- 2 Oscillating welt sander
- Chop saw/Mitre saw (x3)
- Boring machine (x2)
- Drill press (x3)
- 2 Clamp machine
- Router tables (x3)
- Curvature edgebander (x2)
- Hot press
- Compressors
- Air dryers
- Power tools (drills, circular saw, etc...)
- Spray booths
  - Pressure pot system
  - Air Assist system
- 2 Dust collector
- Various Forklifts
- BLUM machines
- All air lines
- All hydraulic lines
- Pallet jacks
- Working tables
- Inventory control for all spare parts
- Troubleshooting all equipment issues
- RF welders
- hand power tools

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If an urgent need presents itself and the worker has to travel from the one site to another within the same day, he will be paid as stated in the Basis of Payment (B) for (1) one hour.

**Deliverable:**

The contractor will provide a monthly report consisting of the daily activities, which site the work was completed, length of time spent on each machine as well as an inventory of parts procured by the site.

The contractor will prepare a detailed report before leaving the work site and the report is to be signed by either the Production Supervisor or instructor. A copy of the report is to remain at the site and the original provided to RHQ.

Time sheets must be supplied as requested and approved daily.

The contractor must provide a detailed invoice giving a description of the work performed and giving a breakdown by site.

**Location of Work:**

This equipment is at 3 different sites:

- ❖ Dorchester Penitentiary & Westmorland Institution, Dorchester, NB
- ❖ Community Industries, Moncton, NB
- ❖ Springhill Institution, Springhill, NS

The contract will be administered at RHQ, CORCAN 310 Baig Blvd. The work will be assigned at one of the above sites as required.

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

You will be paid your costs reasonably and properly incurred for the performance of the works as follows;

**Site "A" YEAR (1) PRICING FOR COMMUNITY INDUSTRIES – 310 Baig Blvd, Moncton**

**Period: Date of Award to 31 March 2014**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "B" YEAR (1) PRICING FOR DORCHESTER PENITENTIARY & WESTMORLAND INSTITUTION – DORCHESTER**

**Period: Date of Award to 31 March 2014**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "C" YEAR (1) PRICING FOR SPRINGHILL INSTITUTION - SPRINGHILL, NS**

**Period: Date of Award to 31 March 2014**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

- The rate from item # 1 will apply for the 1<sup>st</sup> hour only.
- Where a cost estimate has been submitted **\*\*No repairs shall be undertaken without prior written approval from site authority.**
- The contractor will provide a schedule each week due the Friday before to the contract authority.
- Maximum response time following a regular **\*\*call \*\*** shall not exceed 24 hours. Maximum response time following an emergency call shall not exceed 2 hours **\*\*\***. A standby telephone number for 24 hours service shall be provided by the contractor once a contract is awarded.
- Contract personnel are employees of the contractor and are paid by the contractor on the basis of service rendered. Where the contractor or the contractor's employees are providing services on the premises pursuant to the contract and the said premises become non accessible due to closure, and consequently no work is being performed as a result of the closure, Canada will not be liable for payment to the contractor for the period of closure.
- Any other expenses not listed in the BOP above, will have to be pre-approved by the Project Authority or his/her representative.
- All price/rates are HST extra, FOB destination
- HST to be shown as a separate line on the invoice
- **Number of hours is estimated and to be used for evaluation purposes only.**

**Site "A" OPTION YEAR (1) PRICING FOR COMMUNITY INDUSTRIES – 310 Baig Blvd, Moncton****Option Year: 1 April 2014 to 31 March 2015**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "B" OPTION YEAR (1) PRICING FOR DORCHESTER PENITENTIARY & WESTMORLAND INSTITUTION - DORCHESTER****Option Year: 1 April 2014 to 31 March 2015**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "C" OPTION YEAR (1) PRICING FOR SPRINGHILL INSTITUTION - SPRINGHILL, NS****Option Year: 1 April 2014 to 31 March 2015**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

- The rate from item # 1 will apply for the 1<sup>st</sup> hour only.
- Where a cost estimate has been submitted \*\*No repairs shall be undertaken without prior written approval from site authority.
- The contractor will provide a schedule each week due the Friday before to the contract authority.
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- Any other expenses not listed in the BOP above, will have to be pre-approved by the Project Authority or his/her representative.
- All price/rates are HST extra, FOB destination
- HST to be shown as a separate line on the invoice
- **Number of hours is estimated and to be used for evaluation purposes only.**

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**Site "A" OPTION YEAR (2) PRICING FOR COMMUNITY INDUSTRIES – 310 Baig Blvd, Moncton**

**Option Year: 1 April 2015 to 31 March 2016**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "B" OPTION YEAR (2) PRICING FOR DORCHESTER PENITENTIARY & WESTMORLAND INSTITUTION. - DORCHESTER**

**Option Year: 1 April 2015 to 31 March 2016**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

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## **SITE "C" OPTION YEAR (2) PRICING FOR SPRINGHILL INSTITUTION - SPRINGHILL, NS**

**Option Year: 1 April 2015 to 31 March 2016**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

- The rate from item # 1 will apply for the 1<sup>st</sup> hour only.
- Where a cost estimate has been submitted \*\*No repairs shall be undertaken without prior written approval from site authority.
- The contractor will provide a schedule each week due the Friday before to the contract authority.
- Maximum response time following a regular \*\*call \*\* shall not exceed 24 hours. Maximum response time following an emergency call shall not exceed 2 hours \*\*\*. A standby telephone number for 24 hours service shall be provided by the contractor once a contract is awarded.
- Contract personnel are employees of the contractor and are paid by the contractor on the basis of service rendered. Where the contractor or the contractor's employees are providing services on the premises pursuant to the contract and the said premises become non accessible due to closure, and consequently no work is being performed as a result of the closure, Canada will not be liable for payment to the contractor for the period of closure.
- Any other expenses not listed in the BOP above, will have to be pre-approved by the Project Authority or his/her representative.
- All price/rates are HST extra, FOB destination
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- **Number of hours is estimated and to be used for evaluation purposes only.**

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**Site "A" OPTION YEAR (3) PRICING FOR COMMUNITY INDUSTRIES – 310 Baig Blvd, Moncton**

**Option Year: 1 April 2016 to 31 March 2017**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "B" OPTION YEAR (3)PRICING FOR DORCHESTER PENITENTIARY & WESTMORLAND INSTITUTION. - DORCHESTER**

**Option Year: 1 April 2016 to 31 March 2017**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

**SITE "C" OPTION YEAR (3)PRICING FOR SPRINGHILL INSTITUTION - SPRINGHILL, NS**

**Option Year: 1 April 2016 to 31 March 2017**

| Item | Description   | Estimated Hours | Unit of Issue | Unit Price | Total Price |
|------|---|-----------------|---------------|------------|-------------|
| 1    | Rate for Service call, including travel, meals and (1)hour of on-site productive labour:<br>During regular working hours:<br>Monday to Friday 8:00 am – 6:00 pm | 90              | hour          |            |             |
| 2    | Labour only, in addition to item # 1 above<br>During regular working hours:<br>Monday to Friday 8:00 am - 6:00 pm   | 570             | hour          |            |             |
| 3    | Rate for evening hours:<br>Monday to Friday 6:00 pm - 12:00 am  | 10              | hour          |            |             |
| 4    | Rate for Weekends and Stats Holidays  | 5               | hour          |            |             |

- The rate from item # 1 will apply for the 1<sup>st</sup> hour only.
- Where a cost estimate has been submitted **\*\*No repairs shall be undertaken without prior written approval from site authority.**
- The contractor will provide a schedule each week due the Friday before to the contract authority.
- Maximum response time following a regular **\*\*call \*\*** shall not exceed 24 hours. Maximum response time following an emergency call shall not exceed 2 hours **\*\*\***. A standby telephone number for 24 hours service shall be provided by the contractor once a contract is awarded.
- Contract personnel are employees of the contractor and are paid by the contractor on the basis of service rendered. Where the contractor or the contractor's employees are providing services on the premises pursuant to the contract and the said premises become non accessible due to closure, and consequently no work is being performed as a result of the closure, Canada will not be liable for payment to the contractor for the period of closure.
- Any other expenses not listed in the BOP above, will have to be pre-approved by the Project Authority or his/her representative.
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**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**  
**(see attached document)**

**ANNEX "D"**  
**TECHNICAL EVALUATION CRITERIA**

**Mandatory Evaluation Criteria**

1. Proposals MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.

2. The mandatory evaluation criteria are:

**ATTENTION BIDDERS: WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.**

| Criteria | Cross Reference to Technical Offer (page #)   | FOR EVALUATION PURPOSES |          |
|----------|---|-------------------------|----------|
|          |   | MET/ NOT MET            | COMMENTS |
| 1        | The proposed contractor/worker(s) will provide their services to repair and perform preventive maintenance on equipment as stated in Annex "A" Statement of Work or similar equipment - in a safe professional manner with a minimum of 3 years experience. |                         |          |
| 2        | Résumés of the proposed staff must be provided with the bid submission with three (3) employer's references to validate work experience.  |                         |          |

# Annex C

# 21021-14-0001 *RG*



|   |
|---|
| Contract Number / Numéro du contrat<br><b>21021-14-0001</b> <i>RG</i> |
| Security Classification / Classification de sécurité                  |

## SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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



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|  |
|--|
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| Security Classification / Classification de sécurité       |

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquez le niveau de sensibilité:

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

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

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie                                       | PROTECTED / PROTÉGÉ |   |   | CLASSIFIED / CLASSIFIÉ      |        |                          | NATO  |                                       |             |  | CONSEC              |   |   |              |        |                          |
|--|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|---------------------|---|---|--------------|--------|--------------------------|
|  | A                   | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET / COSMOS TRÈS SECRET | PROTECTED / PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET / TRÈS SECRET |
|  |                     |   |   |                             |        |                          |   |                                       |             |  | A                   | B | C |              |        |                          |
| Information Assets / Renseignements / Biens / Informations |                     |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |              |        |                          |
| IT Media / Support TI / Films / Lien Réseaux               |                     |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |              |        |                          |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  
 No / Non  Yes / Oui  
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  
 No / Non  Yes / Oui  
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).