

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**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> Certification of Biosafety Cabinets	
<b>Solicitation No. - N° de l'invitation</b> W7702-135605/A	<b>Date</b> 2013-02-25
<b>Client Reference No. - N° de référence du client</b> DND	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-202-8461	
<b>File No. - N° de dossier</b> WPG-2-35331 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<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> Kozak, Tammy	<b>Buyer Id - Id de l'acheteur</b> wpg202
<b>Telephone No. - N° de téléphone</b> (204) 984-8825 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada Suffield Bldg 560 Receiving Ralston Alberta T0J 2N0 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 - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

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

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**List of Annexes:**

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Insurance Requirements
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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, and Insurance: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Task Authorization Form 626, and the Task Authorization Reporting Form

### **2. Summary**

A Task Authorization Contract is required to provide all labour, tools, material, equipment, transportation and supervision necessary for an annual inspection, servicing, maintenance and certification of Biosafety Cabinets and to provide 'as and when requested' repair services at Defence Research and Development Canada Suffield located at Canadian Forces Base Suffield, Ralston Alberta.

The period of the Contract will be from date of contract award until March 31, 2014, with Canada retaining an irrevocable option to extend the Contract by up to two (2) additional consecutive one (1) year period.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)

### **3. Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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.

#### 1.1 SACC Manual Clauses

B4024T (2006-08-15) Equivalent Products  
B1000T (2007-11-30), Condition of Material

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

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

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

### 4. Applicable Laws

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

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.

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## **5 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.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### 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.

- 1.1 SACC Manual Clauses  
C3011T (2010-01-11), Exchange Rate Fluctuation

#### 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 Mandatory Technical Evaluation**

- 1. Mandatory technical criteria are included in Annex A.

#### **1.2 Financial Evaluation**

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

### **2. Basis of Selection**

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

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## 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

1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### 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

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 arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Supplier or the member of the joint venture

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

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

## 2.2 Former Public Servant Certification

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

### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

### **Certification**

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

### **2.3 Status and Availability of Resources**

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

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If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.4 Education and Experience**

### **2.4.1 SACC Manual clause A3010T (2010-08-16) Education and Experience**

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

NOT APPLICABLE

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **1.2 Task Authorization**

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

#### **1.2.1 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization form specified in Annex E
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, within one (1) 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.

#### **1.2.2. Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$5,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

#### **1.2.3. Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: March 1 to May 31;

2nd quarter: June 1 to August 31;

3rd quarter: September 1 to November 30; and

4th quarter: December 1 to February 28.

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

### 1.2.4 Task Authorization - Department of National Defence

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

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

2035 (2012-11-19), General Conditions - - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

There is no security requirement with this requirement.

**4. Term of Contract****4.1 Period of the Contract**

The period of the Contract is from date of Contract award, estimated April 01, 2013 to March 31, 2014 inclusive.

**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 two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**5. Authorities****5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Tammy Kozak  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Avenue  
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825  
Facsimile: 204-983-7796  
E-mail address: tammy.kozak@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 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ TO BE DETERMINED AT CONTRACT AWARD \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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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

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

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

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

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

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

## 6. Payment

### 6.1 Basis of Payment - Firm Prices(s)

For the work described in Pricing Schedule 1 - Scheduled Services in Annex B:

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, to a limitation of expenditure of \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### 6.1.1 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

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

For the work described in Pricing Schedule 2 - As and When Requested Services in Annex B:

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.

### 6.3 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

#### **6.4 Monthly Payment**

SACC Manual clause H1008C (2008-05-12) Monthly Payment

#### **6.5 SACC Manual Clauses**

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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C0504C (2010-01-11), Overtime

C0710C (2007-11-30), Time and Contract Price Verification

#### **7. Invoicing Instructions**

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.

#### **8. Certifications**

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

#### **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_ TO BE DETERMINED AT CONTRACT AWARD \_\_\_\_.

#### **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) 2035 General Conditions (2012-11-19) - Higher complexity - services;

- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations;
- (g) the Contractor's bid dated \_\_\_\_\_.

## 11. Defence Contract

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

## 12. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Stie Regulations  
B7500C (2006-06-16), Excess Goods

## 13. Insurance

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

## 14. 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.

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- (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.

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**ANNEX "A"****STATEMENT OF WORK****Repair, Servicing and Annual Re-certification of Biological Safety Cabinets (BSCs), Animal Micro-isolators, and High Efficiency Particulate Air (HEPA) filters at DRDC Suffield****Description of Work:**

To supply annual re-certification testing, maintenance and repairs to all types of biosafety cabinets (BSCs), animal micro-isolators, Heating, Ventilation and Air Conditioning HVAC) equipment HEPA filters, reusable odour filters for building HVAC and other related biosafety equipment, complete with supplementary components, for Defence Research and Development Canada Suffield, Suffield, Alberta.

**Statement of Work:**

1. The Contractor is to supply all materials, tools, labour and travel to complete the servicing, repair and testing/re-certification for the list of equipment in Appendix A1.
2. During the contract year only, the contractor is to supply, install and certify 16, 24" x 24" x 12" HEPA filters, 99.97% efficiency in the return air plenum for B10 in the Mechanical Room Penthouse. The filter frame is to be all metal 16 gauge corrosion resistant zinc-coated steel which is capable of maintaining its structurally rigid shape without mechanical fasteners such as bolts, screws or rivets. Shop drawings of the proposed filters are to be supplied for approval prior to procurement and installation.
3. The contractor is to supply and remove existing disposable media consisting of activated alumina with potassium permanganate as a color indicator and replace with in-kind media for 48 cells, with approximately 30 pounds per cell in the return air plenum for B10 in the Mechanical Room Penthouse. Trade names for this media are Permasorb, Chemsorb or Unisorb. Replacement in future years will be at the discretion of the Technical Authority.
4. The Contractor must test all HEPA filters (including those located in BSCs, micro-isolator cages and other HEPA-filtered devices, as well as in-line filters and filter housings) and provide servicing and repairs on motors and fans for BSCs and micro-isolators and other related equipment as requested on a per visit basis. The Contractor must change out HEPA filters as required and make adjustments and repairs as necessary and be able to supply repair and replacement parts.
5. Class II BSCs must be certified to the National Sanitation Foundation (NSF) Standard 49.

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6. Class III BSCs must be tested in accordance with BS EN 12469:2000: *Biotechnology- Performance criteria for microbiological safety cabinets* (2000); British Standards Institute, and *Laboratory Safety Monograph: A Supplement to NIH Guidelines for Recombinant DNA Research* (1979); National Cancer Institute Office of Research Safety and the Special Committee of Safety and Health Experts. (The acceptance criteria is: measured leakage from any point in the cabinet shall not exceed a leak rate of 10 X 10<sup>7</sup> cc/sec at 750 Pa).
  7. Class I BSCs, micro-isolators, and other devices (including filter housings) must be tested according to manufacturer's specifications using the scanning test method. Each HEPA filter must be tested *in situ* by particle challenge testing using the scanning method according to IEST-RP-CC-001.5, *HEPA and ULPA Filters* (2009); Institute of Environmental Sciences and Testing. When scan testing is not possible a reason for probe testing must be provided.
  8. The Contractor must provide documentation as identified in Canadian Food Inspection Agency Form C – Documentation Submission Requirements for the Re-certification Performance and Verification Testing of Containment Level (CL) 3 Laboratories.
  9. Test certificates for each biosafety cabinet must be provided and each test certificate must contain the following information: type of cabinet and type of exhaust connection (hard, thimble); standard to which the cabinet was tested and the qualifications of the tester; statement as to whether the HEPA filter was scanned or probed, and the pass/fail criteria; when a unit cannot be tested to NSF 49, it must be tested to manufacturer's specification; the particle penetration given as a percentage of the upstream challenge must be provided; indication of any repairs to HEPA filter(s) and subsequent retest results; down flow and inflow (exhaust) measurements and acceptable ranges specific for the model; alarm test results - airflow tests, failure alarm test; and test of airflow patterns within the cabinet.
  10. Test certificates for other HEPA filters must be provided for each filter, and must contain the following information: a statement confirming scan testing (when scan testing is not possible, a reason for probe testing must be provided); particle penetration for scan testing, given as a percentage of the upstream challenge concentration, not to exceed 0.01%; or particle penetration for probe testing, given as a percentage of the upstream challenge concentration, not to exceed 0.005%; and indication of any repairs and retest results.
  11. DRDC Suffield will ensure that the BSC or filter housing is decontaminated before there is a filter change, or before repair work that requires removing panels to work within the unit.
  12. It is estimated the contractor will be required to make 6-8 site visits to test and service DRDC Suffield equipment as listed in Annex A. Testing of additional units may be required if new equipment is obtained during the course of the contract. Testing of fewer units than estimated may occur if there are changes to the DRDC research program, and/or if units are removed from service.

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13. The Contractor will require a DRDC Suffield Staff escort at all times while performing any on-site work. The Project Authority and end-user will be responsible for arranging all on-site escort arrangements for the Contractor.

14. The Project Authority will be responsible for the scheduling of all service and repair requests.

**Mandatory Requirements:**

- The contractor must be able to provide a quote within 5 business days of receiving the Task Authorization and be able to schedule a site visit within 10 business days from receipt of the TA for normal operations.
- The contractor must be able to respond to scheduling of emergency repair/re-certification within 24 hours from receipt of TA and be able to schedule an emergency site visit within 2 business days following the response. All repairs and service work will be scheduled during normal operating hours, Monday – Friday.
- Test certificates must be provided within 5 business days of completion of the site visit.
- The contractor's equipment used for the testing must have a valid calibration on the date of testing. Calibration certificates for this equipment, as well as a current copy of the Certificate of Accreditation for the service technician must be provided within 5 business days of completion of the site visit.
- All testing and repairs of HEPA filters and biosafety equipment must be performed by an NSF accredited technician, whether or not the device is testable to NSL 49 standards. Only one technician will be chargeable per service visit unless otherwise requested by the Project Authority. If it is deemed by the Project Authority that an assistant is required for the service visit, the assistant will be paid at the non-certified rate, as per basis of payment. The only equipment expected to require two persons to test is identified within the Statement of Work.
- HEPA Filter banks and charcoal odour filters are to be serviced, tested and billed on a time and material basis rather than as individual units.
- Adjustments to airflow or other BSC settings are considered part of the routine servicing for re-certification, rather than as separate repairs.

## APPENDIX A1

### LIST OF EQUIPMENT

Description	Location	Manufacturer	Model	S/N	Comments
BSL-3 supply HEPA filters	B1, Room 110				Bank of 4 filters: 2- 24" x 24" x 11.5"; and 2- 12" x 24" x 11.5"
BSL-3 exhaust HEPA filters, 99.99%	B1, Room 205				Bank of 12 filters: 24" x 24" x 24" Test requires 2 pers.
BSL-3 exhaust HEPA filters, 99.999%	B1 Room 205				Bank of 8 filters: 24" x 24" x 24" Test requires 2 pers.
BSL-3 CO <sub>2</sub> line HEPA	B1 Room 108	Pall Emflon	MCY4463PF RPH4		In-line cartridge filter in housing
BSL-3 CO <sub>2</sub> line HEPA	B1 Room 207	Pall Emflon	MCY4463PF RPH4		In-line cartridge filter in housing
BSL-3 sewer vent HEPA	B1 Room 205	Filter Factory	9FP-A-Y2-DS OS	1001748-001	Single filter, 8" x 8" x 6"
BSL-3 sewer vent HEPA	B1 Room 200A	Pall	CFP92SP		Cartridge Filter
BSL-3 animal Micro-isolator	B1 Room 105	Lab Products	59015HD 59015	86170-9554 78310-9404	Supply and exhaust filters
BSL-3 animal Micro-isolator	B1 Room 105	Lab Products	59015HD 59015NHD	M179890-9921 M180990-9910	Supply and exhaust filters
BSL-3 animal Micro-isolator	B1 Room 206A	Thoren Caging	9408147TM	DRDC 206A-C1	Supply and exhaust filters
BSL-3 BSC, Class I	B1 Room 105	Nu-Aire	Nu-813-300	84154AGU	
BSL-3 BSC, Class II Type A2	B1 Room 106	ESCO	LR2 6S2	2010-50179	
BSL-3 BSC, Class II Type B2	B1 Room 106	Forma	1148	14441-192	
BSL-3 BSC, Class II Type A2	B1 Room 206	Labconco	3620904	191589	
BSL-3 BSC, Class II Type A1	B1 Room 206A	Forma	1106	14175-560	
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	81380	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	43656	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	40183	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	81294	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	70217	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	43148	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	106319	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	106658	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	106601	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	3M	GVP 445	66456	Test installed filter
BSC, Class II Type A2	B1 Room 103	Thermo	1387	17532-1364	

BSC, Class II Type A1	B1 Room 108	Baker	B60-112	52262	
BSC, Class II Type A/B3	B1 Room 112A	Forma	1286	29074-534	
Animal Micro-isolator	B1 Room 114	Thoren Caging		E# 25133	Supply and exhaust filters
Laminar Flow Cage Rack	B1 Room 114	Nu-Aire	NU-124-600	15079	Quote as an Animal Micro-Isolator
BSC, Class II Type A/B3	B1 Room 114A	Forma	1186	16841-1129	
BSC, Class II Type A2	B1 Room 115	Thermo	1286	102376-2543	
Animal Micro-isolator	B1 Room 115A	Lab Products	59015N 59015	81680-9243 N076170-9423	Supply and exhaust filters
BSC, Class II Type A2	B1 Room 129	ESCO	LA2-4A2	2009-43796	
Animal Micro-isolator	B1 Room 200A	Thoren Caging	9-63-9-7-1-4-5MW	AC200A	Supply and exhaust filters
BSC, Class II Type A2	B1 Room 203	Thermo	1375	115324-732	
BSC, Class II Type A1	B1 Room 203	Forma	1100	14927-1032	
BSC, Class II Type A1	B1 Room 207	Forma	1110	13811-273	
BSC, Class II Type A1	B1 Room 209	Forma	1110	13811-271	
BSC, Class I	B1 Room 209	Design Filtration	EXT-06-C	32476-121	
BSC, Class II Type B2	B1 Room 222	Nu-Aire	Nu430-600	19941060101	
BSC, Class II Type A2	B1 Room 223	Thermo	1387	112551-2763	
BSC, Class II Type A2	B1 Room 225W	Thermo	1387	113314-2799	
BSC, Class I	B1 Room 301	Nu-Aire	NU-813-400		
BSC, Class II Type B2	B1 Room 403	Labconco	36214	041128498	
BSC, Class II Type B2	B1 Room 405	Forma	1168	14088-41	
Horizontal Laminar Flow Clean Bench	B1 Room 407	Microzone	H4-MW-99T	804-2929	
BSC, Class II Type A2	B1 Room 415	Thermo	1387	153990-789	
BSC, Class II Type 2A	B10 Room 11	ESCO	LR2-4S2	2010-44727	
BSC, Class II Type B2	B10 Room 17	Baker	4-TX	53283	
BSC, Class II Type A2	B10 Room 17	Thermo	1448	103614-6	
Horizontal Laminar Flow Clean Bench	B10 Room 17	Labconco			
Horizontal Laminar Flow Clean Bench	B10 Room 45	ESCO	ASH-3B2	2007-25059	
BSC, Class II Type A2	B10 Room 45	Labconco	3800001	050233371G	
Animal Micro-isolator	B19	TechniplastSPA	9AB424P	1100947	Supply and exhaust filters
BSC, Class II Type A2	B600 Room 135	Thermo	1286	102476-2625	
BSC, Class II Type A2	B600 Room 135	Thermo	1286	102475-2619	

Description	Location	Manufacturer	Model	S/N	Comments
PCR Enclosure	B601 Vestibule	Labconco	3970302	060656494B	Quote as Laminar Flow Clean Bench
BSC, Class II Type A2	B601 Lab	Forma Thermo	1387	130980-119	
BSC, Class II Type A/B3	B601 Lab	Baker	SG603	75725	
Supply HEPA filter	B601 Mech Rm			SF1-MOD	
Exhaust HEPA filter	B601 Mech Rm			EF1-MOD	2 Filters in series
Plumbing vent HEPA	B601 Mech Rm			EF2-MOD	
BSC, Class I	MAGIDU	Nu-Aire	NU814-300	3982&3	
HEPA filter	Bioaerosol Chamber				2-24" x 24" x 11.5"
BSC, Class II Type A2	Red-Tec	ESCO	LR2 4S2		Located offsite
BSC, Class II Type A2	Red-Tec	ESCO	LRS 4S2		Located offsite
BSC, Class II Type B2	B96 Storage	Baker		75779	Not installed
BSC, Class III	B96 Storage	Baker		75787	Not installed
Exhaust HEPA Filters	B603 Mech Room	CamFil Farr	5210170 99.97%		2 – 24" x 24" x 11.5"
Exhaust HEPA Filters	B603 Mech Room	CamFil Farr	5210467 99.97%		2 – 24" x 24" x 11.5"
Return Air HEPA Filters	B10 Penthouse	Cambridge Absolute Model	1X2422412-1		Bank of 16 filters: 24" x 24" x 12"

**ANNEX "B"****BASIS OF PAYMENT****1.0 Instructions**

**1.1.** It is MANDATORY that Bidders submit firm all inclusive prices/rates for the period of the contract and for all option periods for **all** items listed in the following pricing schedules. This section, when completed, will be considered as the Bidder's Financial Bid.

**1.2.** Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation.

**1.3.** Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. No additional charges will be allowed for travel. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

**PRICING SCHEDULE: Year One – date of Contract to 31 March 2014  
Firm Unit Pricing, FOB – Destination (CFB Suffield), GST extra**

	<b>Standard Services</b>	<b>Unit</b>	<b>Est Qty</b>	<b>Unit Price</b>
1	Biosafety Cabinet Testing, Class 1 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 1 BSCs per the specifications and standards indicated in the Scope of Work.	each	4	\$
2	Biosafety Cabinet Testing, Class 2 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 2 BSCs per the specifications and standards indicated in the Scope of Work.	each	31	\$
3	Biosafety Cabinet Testing, Class 3 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 3 BSCs per the specifications and standards indicated in the Scope of Work.	each	1	\$
4	Animal Micro-Isolators All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Micro-Isolators, supply side and exhaust side per the specifications and standards indicated in the Scope of Work.	each	8	\$
5	Powered Air Purifying Respirator (PAPR) All inclusive, lump sum rate for all travel, labour and equipment to perform testing of PAPR units per the specifications and standards indicated in the Scope of Work.	each	10	\$
6	Horizontal Laminar Flow Clean Bench All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Horizontal Laminar Flow Clean Benches per the specifications and standards indicated in the Scope of Work.	each	4	\$
7	High Efficiency Particulate Air Filters (HEPA) Recertification All inclusive, lump sum rate for all travel, labour and equipment to perform recertification of individual HEPA filters for HVAC equipment as per the	each	14	\$

	specifications and standards indicated in the Scope of Work. Note – this includes HVAC, single, in-line and cartridge HEPA filters			
8	High Efficiency Particulate Air Filters (HEPA) Recertification – Filter Banks Recertification of filter banks listed in Annex is to be quoted on a time and material basis. Labour rates for NSF Accredited Service Technician and Non-certified Labour Helpers during normal working hours are to be provided to the contract.	each	4	\$
9	All inclusive lump sum pricing is to be provided for the supply, installation and certification of 16 - 24" x 24" x 12" HEPA filters, 99.97% efficiency located in the return air plenum for B10 in the Mechanical Room Penthouse. Note, the area is accessible via service stairway. Only required in the first year of the contract.	lot	1	\$
10	All inclusive lump sum pricing for the removal and disposal of existing disposable media and replacement with in-kind media for the bank of carbon filters in the return air plenum for B10 in the Mechanical Room Penthouse.	lot	48	\$
11	<b>Materials and Replacement Parts:</b> (except free issue) must be charged at laid-down costs, which includes invoice cost, transportation costs, exchange, customs and brokerage charges plus a percentage mark-up, which includes purchasing expenses, handling G&A expenses and profit, excluding sales tax. Sales tax is to be shown as a separate item. (estimated usage 1000.00)	Mark-up		%
12	<b>As Requested Services:</b>			
a)	Service Call – All inclusive, lump sum price for all travel expenses and travel time (non-productive labour) to and from the job site and including all kilometer/mileage charges during regular working hours.	Call-out	8	\$
b)	On-site productive labour for NSF Certified Service Technician, labour rate during normal working hours	Hour	20	\$
c)	On-site productive labour for Non-certified Labour Helper, labour rate during normal working hours	Hour	20	\$

**PRICING SCHEDULE: OPTION YEAR #1 – date of \_\_\_\_\_ to 31 March 2015**  
**Firm Unit Pricing, FOB – Destination (CFB Suffield), GST extra**

	<b>Standard Services</b>	<b>Unit</b>	<b>Est Qty</b>	<b>Unit Price</b>
1	Biosafety Cabinet Testing, Class 1 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 1 BSCs per the specifications and standards indicated in the Scope of Work.	each	4	\$
2	Biosafety Cabinet Testing, Class 2 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 2 BSCs per the specifications and standards indicated in the Scope of Work.	each	31	\$
3	Biosafety Cabinet Testing, Class 3 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 3 BSCs per the specifications and standards indicated in the Scope of Work.	each	1	\$
4	Animal Micro-Isolators All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Micro-Isolators, supply side and exhaust side per the specifications and standards indicated in the Scope of Work.	each	8	\$
5	Powered Air Purifying Respirator (PAPR) All inclusive, lump sum rate for all travel, labour and equipment to perform testing of PAPR units per the specifications and standards indicated in the Scope of Work.	each	10	\$
6	Horizontal Laminar Flow Clean Bench All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Horizontal Laminar Flow Clean Benches per the specifications and standards indicated in the Scope of Work.	each	4	\$
7	High Efficiency Particulate Air Filters (HEPA) Recertification All inclusive, lump sum rate for all travel, labour and equipment to perform recertification of individual HEPA filters for HVAC equipment as per the specifications and standards indicated in the Scope of Work. Note – this includes HVAC, single, in-line and cartridge HEPA filters	each	14	\$
8	High Efficiency Particulate Air Filters (HEPA) Recertification – Filter Banks Recertification of filter banks listed in Annex is to be quoted on a time and material basis. Labour rates for NSF Accredited Service Technician and Non-certified Labour Helpers during normal working hours are to be provided to the contract.	each	4	\$
9	All inclusive lump sum pricing for the removal and disposal of existing disposable media and replacement with in-kind media for the bank of carbon filters in the return air plenum for B10 in the Mechanical Room Penthouse.	lot	48	\$
10	<b>Materials and Replacement Parts:</b> (except free issue) must be charged at laid-down costs, which includes invoice cost, transportation costs, exchange, customs and brokerage charges plus a percentage mark-up, which includes purchasing expenses, handling G&A	Mark-up		%

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7702-135605/A

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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	expenses and profit, excluding sales tax. Sales tax is to be shown as a separate item. (estimated usage 1000.00)			
11	<b>As Requested Services:</b>			
a)	Service Call – All inclusive, lump sum price for all travel expenses and travel time (non-productive labour) to and from the job site and including all kilometer/mileage charges during regular working hours.	Call-out	8	\$
b)	On-site productive labour for NSF Certified Service Technician, labour rate during normal working hours	Hour	20	\$
c)	On-site productive labour for Non-certified Labour Helper, labour rate during normal working hours	Hour	20	\$

**PRICING SCHEDULE: OPTION YEAR 2 – date of \_\_\_\_\_ to 31 March 2016**  
**Firm Unit Pricing, FOB – Destination (CFB Suffield), GST extra**

	<b>Standard Services</b>	<b>Unit</b>	<b>Est Qty</b>	<b>Unit Price</b>
1	Biosafety Cabinet Testing, Class 1 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 1 BSCs per the specifications and standards indicated in the Scope of Work.	each	4	\$
2	Biosafety Cabinet Testing, Class 2 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 2 BSCs per the specifications and standards indicated in the Scope of Work.	each	31	\$
3	Biosafety Cabinet Testing, Class 3 All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Class 3 BSCs per the specifications and standards indicated in the Scope of Work.	each	1	\$
4	Animal Micro-Isolators All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Micro-Isolators, supply side and exhaust side per the specifications and standards indicated in the Scope of Work.	each	8	\$
5	Powered Air Purifying Respirator (PAPR) All inclusive, lump sum rate for all travel, labour and equipment to perform testing of PAPR units per the specifications and standards indicated in the Scope of Work.	each	10	\$
6	Horizontal Laminar Flow Clean Bench All inclusive, lump sum rate for all travel, labour and equipment to perform testing of Horizontal Laminar Flow Clean Benches per the specifications and standards indicated in the Scope of Work.	each	4	\$
7	High Efficiency Particulate Air Filters (HEPA) Recertification All inclusive, lump sum rate for all travel, labour and equipment to perform recertification of individual HEPA filters for HVAC equipment as per the specifications and standards indicated in the Scope of Work. Note – this includes HVAC, single, in-line and cartridge HEPA filters	each	14	\$
8	High Efficiency Particulate Air Filters (HEPA) Recertification Recertification of filter banks listed in Annex is to be quoted on a time and material basis. Labour rates for NSF Accredited Service Technician and Non-certified Labour Helpers during normal working hours are to be provided to the contract.	each	4	\$
9	All inclusive lump sum pricing for the removal and disposal of existing disposable media and replacement with in-kind media for the bank of carbon filters in the return air plenum for B10 in the Mechanical Room Penthouse.	lot	48	\$
10	<b>Materials and Replacement Parts:</b> (except free issue) must be charged at laid-down costs, which includes invoice cost, transportation costs, exchange, customs and brokerage charges plus a percentage mark-up, which includes purchasing expenses, handling G&A expenses and profit, excluding sales tax. Sales tax is to be shown as a separate item. (estimated usage 1000.00)	Mark-up		%
11	<b>As Requested Services:</b>			
a)	Service Call – All inclusive, lump sum price for all travel expenses and	Call-	8	\$

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DND

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	travel time (non-productive labour) to and from the job site and including all kilometer/mileage charges during regular working hours.	out		
b)	On-site productive labour for NSF Certified Service Technician, labour rate during normal working hours	Hour	20	\$
c)	On-site productive labour for Non-certified Labour Helper, labour rate during normal working hours	Hour	20	\$

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**ANNEX C**

**TASK AUTHORIZATION APPROVAL FORM**

***See Attached Document***

Solicitation No. - N° de l'invitation

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wpg202

CCC No./N° CCC - FMS No/ N° VME

**ANNEX D**

**TASK AUTHORIZATION CONTRACT USAGE REPORT**

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

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

Task Authorization Usage Report Submission Schedule:

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

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

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

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

**SEND TO:** WST-PA-MB@pwgsc-tpsgc.gc.ca Or Facsimile: (204) 983-7796

## 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 for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<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.