



ANNEX "A"

# ***Medium Plastic Coastal/Harbour Buoy***



***Canadian Coast Guard***

***Statement of Work***

## Document Management

### 1. Authority

This document is issued by the Director General, Integrated Technical Services, CCG's National Technical Authority under delegation from the Deputy Minister, Fisheries and Oceans and the Commissioner of the Canadian Coast Guard.

### 1. Responsibility

- a) Director, MCI & ER (ITS) is responsible for:
  - i) the creation and promulgation of the document; and
  - ii) the identification of an Office of Primary Interest (OPI) who is responsible for the coordination and the content of the document.
- b) The OPI is responsible for:
  - iii) the validity and accuracy of the content;
  - iv) the availability of this information;
  - v) the update as needed;
  - vi) the periodical revision; and
  - vii) the follow-up of all requests, comments and/or suggestions received by the originator.

### 2. Inquiries and/or Revision Requests

All inquiries regarding this document, including suggestions for revision and requests for interpretation shall be addressed to:

Position Title: Manager, Maritime and Civil Infrastructure  
Address: 200 Kent, Street, 7W064  
Ottawa, ON  
K1A 0E6

All requests should:

- viii) be clear and concise; and
- ix) reference the specific Chapter, Section, Figure or Table..

## **Chapter 1      GENERAL**

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### **1.1      INTRODUCTION**

The Canadian Coast Guard has a requirement for a Medium Plastic Coast/Harbour Buoy for floating aids to navigation application for use in many parts of Canada.

These buoys are required in red, green, yellow and white as per IALA's colour requirements (IALA, 108 E).

These buoys will be mounted with a solar powered lantern and dayboards as well as tethered to a chain mooring systems. The buoy shall be capable of operating during the summer and fall months of the year in sheltered coastal water and inland rivers.

### **1.2      SPECIFICATIONS**

The buoys shall meet the requirements of the following DFO-MPO specified documents:

- 1) Medium Plastic Coastal/Harbour Buoys – Request for Standing Offer; 58-013-000-GA-GA-001 and
- 2) Medium Plastic Coastal/Harbour Buoys – Performance Specification, 2013-06. 58-013-000-GU-GJ-001 and
- 3) Medium Plastic Coastal/Harbour Buoys – Evaluation Framework, 2013-06. 58-013-000-GA-EP-001

## **Chapter 2      SCOPE OF WORK**

### **2.1      REQUIREMENTS**

The Canadian Coast Guard (CCG) has a requirement for Medium Plastic Coast/Harbour Buoy. The Contractor must be able to provide these Buoys in any of the colours called out in the specification of paragraph 1.2 above.

The Contractor will provide CCG with buoys on an as-and-when required basis. Table 1 below provides annual estimates of the number of buoys CCG anticipates it will require. This is not a commitment by CCG to order the quantities of buoys shown but is CCG's best estimate of its future requirements. These quantities will be used for purposes of evaluating proposals.

### **2.2      QUANTITIES**

Table 1 below shows the CCG's estimates of annual requirement for this buoy excluding spares.

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**Table 1: Estimated annual buoy quantities**

| Year             | Category 1 | Category 2 |
|------------------|------------|------------|
| <b>2013-2014</b> | 23         | 280        |
| <b>2014-2015</b> | 3          | 23         |

## 2.3 TESTING AND VERIFICATION

Bidders are required to demonstrate that the proposed buoy meets the requirements of the Performance Specifications. The proposals will be evaluated, and ranked in order of best value to the government, in accordance with the evaluation framework published in the Request for Standing Offer (RFSO).

## 2.4 DOCUMENTATION

The following documents shall be provided in the format, quantity, frequency and using the software identified below. The documents shall be of commercial quality acceptable to the OPI identified in this specification. The media will be specified at time of placing an order under the award of the Standing Offer.

### 2.4.1 Installation Instructions

Format: Microsoft Word, PDF or HTML  
Quantity: One set per type of product and per delivery point identified on the order.  
Frequency: Upon request at time of placing an order.  
Media: Disk (CD or DVD) or hard copy (8.5" by 11"). Media type will be selected at time of order.

### 2.4.2 Handling and Storage Instructions

Format: Microsoft Word, PDF or HTML  
Quantity: One set per type of product and per delivery point identified on the order.  
Frequency: Upon request at time of placing an order.  
Media: Disk (CD or DVD) or hard copy (8.5" by 11"). Media type will be selected at time of order.

### 2.4.3 Maintenance Manual

Format: Microsoft Word, PDF or HTML  
Quantity: One set per type of product and per delivery point identified on the order.

Frequency: Upon request at time of placing an order.

Media: Disk (CD or DVD) or hard copy (8.5" by 11"). Media type will be selected at time of order.

#### **2.4.4 List of Repairable Items**

One (1) paper copy and one electronic copy of the list of Repairable Items shall be submitted with the proposal. The list shall be kept current and copies of any amendment shall be provided within 15 calendar days of any changes made to the list during the period of the Standing Offer.

#### **2.4.5 Recommended List of Spare Parts**

A priced Recommended List of Spare Parts (RLSP) shall be provided with the proposal. The list shall contain all repairable and consumable items in the quantities required to support the buoy for the period of its service life. Unit prices as well as the total price for the list shall be provided.

### **2.5 QUALITY ASSURANCE**

The Contractor is responsible for implementing a quality control system appropriate to the scope of the work to be performed. It is recommended that the quality control system be based on ISO 9001: 2008- "Quality Management Systems".

If the Bidder is registered to ISO 9001:2008, a copy of the QA Registration Certificate shall be submitted to the Technical Authority with the proposal

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the material or services provided conform to all drawings or specifications and the requirements of the contract and standing offer. The Contractor must keep accurate and complete inspection records which upon request must be made available to the CCG Technical Authority (and or his/her delegated representative) as well as the PWGSC Contracting Authority (and or his/her delegated representative).

As a condition of the Contract, Canada will also require that a spot check process be implemented whereby the CCG Technical Authority and PWGSC Contracting Authority will be notified of the appropriate buoy production run and invited to witness the Contractors quality control system in action. The Contractor will provide to Canada before contract award their quality control system plan and corresponding checklist to be used by Canada during the spot check process.

### **2.6 CONFIGURATION CONTROL**

All buoys are subject to stringent configuration control requirements to be established and maintained by the manufacturer.

The configuration of each buoy shall be readily traceable to the relevant specification and revision level at time of acquisition. This constitutes the baseline information.

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Each buoy subjected to a configuration change shall cause the manufacturer to update the configuration control list to ensure that the buoy updated configuration is readily traceable to the new relevant specification, revision level or modification update. This constitutes the updated baseline information.

Upon request, the manufacturer shall provide the up-to-date master configuration control list to the OPI identified in this specification. The control list shall be supplied in Excel format.

## **2.7 IN-SERVICE SUPPORT**

CCG reserves the right to order any spare parts at the prices shown in the RLSP, in any quantity, on an as-and-when required basis, during the period of the Standing Offer.

The Contractor will be required to provide in-factory support for repairs, as and when required, during the service life of the buoy. When requested to do so, the Contractor shall provide a proposal for repairs. The costs for the work shall be in accordance with Contract Cost Principles of DSS 1031-2 and the level of profit shall be in accordance with the Government's Profit Policy.

## **2.8 SHIPPING AND PACKAGING**

Units shall be individually wrapped in opaque plastic capable of withstanding normal shipping hazards, in addition to being suitable for long term storage (1 year).

Packaging shall have outer labels containing the following information:

- 1) Equipment designation;
- 2) Model number and descriptor;
- 3) Colour

## **2.9 DELIVERY**

The Bidders are required to confirm with their proposals, their capacity to supply within thirty (30) days of placing Call-ups against the Standing Offer. CCG shall respect a minimum order of quantity ten (10) units per call-up. Delivery shall be F.O.B. destination indicated in the Call-up.

## **2.10 POST-DELIVERY**

The assembly of all buoy components shall be the responsibility of the OEM or representative here in Canada.

## **2.11 WARRANTY**

The Manufacturer shall provide a minimum of six (6) years full replacement warranty including shipping costs to original delivery point. The warranty period will begin on the date the equipment is received by the purchaser.

Items returned under warranty shall be the subject of detailed failure reports produced by the Manufacturer. Individual failure report shall be submitted by the Manufacturer to the Office of Primary Interest (OPI) identified herein, for review, within thirty (30) days of receipt of each defective product.

## **2.12 DISPOSAL**

The Manufacturer is advised that all ordered units that are of no further use to CCG will be returned by the Manufacturer to the nearest Canadian depot for recycling and/or disposal.