

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

Title - Sujet Refrigeration/Air Conditioner Repai	
Solicitation No. - N° de l'invitation 21231-130004/A	Date 2013-09-19
Client Reference No. - N° de référence du client 21231-130004	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-011-4695	
File No. - N° de dossier MCT-3-36033 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-30	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Sharpe, Charlene A.	Buyer Id - Id de l'acheteur mct011
Telephone No. - N° de téléphone (506) 851-3467 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA Chief Engineering & Maintenance 13175 ROUTE 8, P.O.BOX 102 RENOUS New Brunswick E9E2E1 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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses

List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Technical Evaluation Criteria

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is **no security requirement** associated with this bid solicitation.

2. Statement of Work

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

(Derived from - Provenant de: B4007T, 2006/06/16)

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 (2013/06/01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

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

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 seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

(Derived from - Provenant de: A9076T, 2007/05/25)

3. Former Public Servant

Former Public Servant - Competitive Requirements

Contracts awarded to 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 before contract award.

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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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.

Signature

Date

(Derived from - Provenant de: A3025T, 2013/07/10)

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

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

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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 at Annex B. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

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 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex C.

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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 Status and Availability of Resources

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

Signature

Date

2.2 Education and Experience

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

Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is **no security requirement** applicable to this Contract.

2. Statement of Work

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

(Derived from - Provenant de: B4007C, 2006/06/16)

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 (2013/06/27), 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, 2007/05/25)

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 four (4) additional one (1) year 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 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.

(Derived from - Provenant de: A9009C, 2008/12/12)

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Charlene Sharpe
Acting Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
1045 Main Street, Unit 108
Moncton, NB E1C 1H1
Telephone: 506-851-3467
Facsimile: 506-851-6759
E-Mail: Charlene.Sharpe@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation

21231-130004/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MCT-3-36033

Buyer ID - Id de l'acheteur

mct011

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

21231-130004

CCC No./N° CCC - FMS No/ N° VME

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: ***will be identified at contract award***

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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 ***Bidders are to provide the following information:***

Name: _____

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, 2013/03/21)

7. Payment

7.1 Basis of Payment - Limitation of Expenditure

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 \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

(*Derived from - Provenant de: C0206C, 2013/04/25*)

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
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, 2013/04/25*)

7.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
C0100C	Discretionary Audit - Commercial Goods and/or Services	2010/01/11
H1001C	Multiple Payments	2008/05/12

7.4 Minimum Work Guarantee

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" represents the value of 24 hours for services of a Qualified Tradesman during the contract period; and then represents the value of 48 hours for services of a Qualified Tradesman in any optional period exercised.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract.

Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

(Derived from - Provenant de: B9030C, 2011/05/16)

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.

Each invoice must be supported by:

- (a) Contract Number: 21231-130004;
- (b) Financial Code: 23124.244.00000.240.06303.1.1; and
- (c) a listing/description of every service call.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to:

Correctional Services of Canada
Atlantic Institution
Attention: Jacques Bossy, Chief Engineering and Maintenance
13175 Route 8, P.O. Box 102
Renous, NB E9E 2E1

(Derived from - Provenant de: H5001C, 2008/12/12)

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) 2010C (2013/06/27), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated _____

12. SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
B1501C	Electrical Equipment	2006/06/06
C0710C	Time and Contract price Verification	2007/11/30
G1005C	Insurance	2008/05/12

ANNEX A

STATEMENT OF WORK

Title: Repairs and Maintenance of Refrigeration and Air Conditioning Units

Objective(s):

The contractor shall provide on-site maintenance and service on various refrigeration and air conditioning units at Atlantic Institution located in Renous, New Brunswick

Background:

Atlantic Institution is a maximum security facility currently housing 220 inmates and employs over 300 employees plus a few contract staff. The facility was built in the early 80's and became operational in the fall of 1986.

The Institution is located in Renous near the geographic centre of the Miramichi area of the Northumberland County New Brunswick. The site is located near where Renous River falls into the Miramichi River. It is also located near the intersection of provincial highway 8 and routes 108 and 118.

Few refrigerating and air conditioning equipment are original but has been replaced for the most part through the years.

Under this contract, the contractor/technician may be required to service the following pieces of refrigerating and air conditioning equipment:

- 1- TRANE 88 ton/168kw Chiller unit
- 5 - COPELAND walk- in freezers
- 1 - NORDIC Refrigerating system
- 1- MITSUBISHI Mini split
- 2- SAMSUNG Mini split
- 1 TAYLOR water cooler
- 2 FOSTER refrigerating units

Definitions and Applicable documents:

Acronyms

- AI (Atlantic Institution)
- CLC (Canada Labour Code)
- CPIC (Canadian Police Information Centre)
- CSC (Correctional Services Canada)
- E&M (Engineering & Maintenance)
- ID (Identification card)
- PPE (Personal protective equipment)
- PW&GSC (Public Works and Government Services Canada)

Documents

- Management of Halocarbons, Environmental Guideline 318-4 (Guideline can be accessed on Government of Canada web site)

<http://www.csc-scc.gc.ca/policy-and-legislation/005006-0001-eng.shtml>

- PW&GSC, Federal Halocarbon Legislative Requirement of Canada Buildings Log Book (This document shall be filled when servicing a piece of refrigerating equipment and when carrying gas leak tests)
- Canada Labour Code Part II (Document can be accessed on the Government of Canada Web site) http://www.hrsdc.gc.ca/eng/labour/health_safety/overview.shtml

Scope:

The contractor will be responsible to repair and maintain all the cooling and air conditioning equipment on an as required, as needed basis.

The contractor shall provide appropriately qualified tradesmen (Refrigeration and Air Conditioning Mechanic) in accordance with New Brunswick provincial Standards and proof of certification will be required before commencing the contract as well as with the bid.

Atlantic Institution will require the following response time from the contractor:

- Forty eight (48) hours for non-emergencies
- Two (2) hours for emergencies during regular working hours
- Four (4) hours for emergencies during weekends, holidays and after regular working hours

Tasks/Technical Specifications:

During the life of this contract, the contractor is expected to carry the repairs, maintenance, operation testing, gas leak testing, remove refrigerant or add refrigerants as required.

The contractor shall use only environmentally approved refrigeration recovery, recycling and recharging devices. The contractor shall not release any type of refrigerants into the atmosphere.

Any parts being replaced must be new or rebuilt at the same standard as new. Refrigerants must be new as to avoid possible contamination in the units.

The contractor/technician will be escorted by a commissionaire at all times.

The refrigerants used in these systems are:

- R-134
- R-22
- R-414
- MP-62
- R-410-A
- HP-80

It is possible that some of the equipment listed above may be replaced during the life of this contract and may use different refrigerants.

The contractor/technician will be required to carry an annual leak test on the Trane Chiller unit and a tag placed on the equipment. This procedure shall be carried in accordance with CSC Guideline 318-4

Solicitation No. - N° de l'invitation

21231-130004/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MCT-3-36033

Buyer ID - Id de l'acheteur

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

21231-130004

CCC No./N° CCC - FMS No/ N° VME

<http://www.csc-scc.gc.ca/policy-and-legislation/005006-0001-eng.shtml>

Travel:

The travel time must be included in the first hour of work

Constraints:

- This contract is based on hourly rates. Therefore, any delays resulting from the operation of the institution while the contractor is performing its task will be absorbed by CSC. An exception is made when the contractor reports to work and the institution is closed to visitors due to unforeseen operational circumstances where safety of visitors may be in at risk. The Project Authority will do everything possible to contact the contractor/technician prior to leaving its reporting centre.
- Following a call from the site, the contractor/technician shall report at the Main Gate within the time frame specified in this contract. Upon arrival, the contractor/technician shall provide ID and enter name/(s) etc in the visitor register. The contractor/technician must bring in only the tools, parts, supplies or equipment required for the task(s).
- All tools shall be listed prior to enter site and all accounted for upon departure from the Main Gate. Any unused new parts or old parts etc shall be removed from site by the contractor/technician.
- Contractor's employees shall carry their duties in a safe manner and wear proper PPE at all times based on the duties being performed. Contractor's employees shall carry their duties in manners that meets the CLC Part II.
- If tagging out/locking out is necessary on a piece of equipment, contractor(technician) shall contact and coordinate with E&M department.

Client support:

The contractor shall provide all tools, equipment, supplies, parts and materials required to provide the services. The only equipment supplied by CSC are ladders and step ladders.

Meetings:

It may be necessary at times to have a meeting between the contractor/technician and the Project Authority or its representative.

Deliverables:

For every service call, the contractor/technician shall provide a copy of an itemized work order or service slip signed by the Project Authority or its authorized representative clearly showing the date(s), parts, and labor. Applicable taxes, services call, and total amount of invoices.

All work will be performed subject to the inspection and acceptance by the Project Authority.

Solicitation No. - N° de l'invitation

21231-130004/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MCT-3-36033

Buyer ID - Id de l'acheteur

mct011

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

21231-130004

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

TECHNICAL EVALUATION CRITERIA

The Bidder **MUST** provide, **with their bid**, proof of Certification from the Province of New Brunswick as a Refrigeration and Air Conditioning Mechanic for all qualified tradesmen who will be performing the work at the Atlantic Institution. No certification is required for helpers.

ANNEX B

BASIS OF PAYMENT

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

Note: Quantities are estimates only. Orders will be placed on an “as and when requested” basis.

For the period from DATE OF AWARD to March 31, 2014:

For services of a Qualified Tradesman:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
1	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	40	\$ _____	\$ _____
2	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	20	\$ _____	\$ _____
3	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	8	\$ _____	\$ _____
For services of a Helper:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
4	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	24	\$ _____	\$ _____
5	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	8	\$ _____	\$ _____
6	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	4	\$ _____	\$ _____
For Parts and Materials:					
Item No.	Description	Unit of Issue	Estimated Annual Cost	Percentage %	Extended Price
7	Materials and replacement manufactured parts will be at the manufacturer’s published price list less ____% discount or at additional ____% markup	%	\$8,000	_____ %	\$ _____
Sub Total					\$ _____
HST (13%)					\$ _____
Total					\$ _____

For the First Optional Period, from April 1, 2014 to March 31, 2015:

For services of a Qualified Tradesman:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
1	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	80	\$ _____	\$ _____
2	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	40	\$ _____	\$ _____
3	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
For services of a Helper:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
4	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	48	\$ _____	\$ _____
5	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
6	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	8	\$ _____	\$ _____
For Parts and Materials:					
Item No.	Description	Unit of Issue	Estimated Annual Cost	Percentage %	Extended Price
7	Materials and replacement manufactured parts will be at the manufacturer's published price list less ___% discount or at additional ___% markup	%	\$8,000	_____ %	\$ _____
Sub Total					\$ _____
HST (13%)					\$ _____
Total					\$ _____

For the Second Optional Period, from April 1, 2015 to March 31, 2016:

For services of a Qualified Tradesman:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
1	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	80	\$ _____	\$ _____
2	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	40	\$ _____	\$ _____
3	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
For services of a Helper:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
4	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	48	\$ _____	\$ _____
5	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
6	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	8	\$ _____	\$ _____
For Parts and Materials:					
Item No.	Description	Unit of Issue	Estimated Annual Cost	Percentage %	Extended Price
7	Materials and replacement manufactured parts will be at the manufacturer's published price list less ___% discount or at additional ___% markup	%	\$8,000	_____ %	\$ _____
Sub Total					\$ _____
HST (13%)					\$ _____
Total					\$ _____

For the Third Optional Period, from April 1, 2016 to March 31, 2017:

For services of a Qualified Tradesman:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
1	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	80	\$ _____	\$ _____
2	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	40	\$ _____	\$ _____
3	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
For services of a Helper:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
4	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	48	\$ _____	\$ _____
5	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
6	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	8	\$ _____	\$ _____
For Parts and Materials:					
Item No.	Description	Unit of Issue	Estimated Annual Cost	Percentage %	Extended Price
7	Materials and replacement manufactured parts will be at the manufacturer's published price list less ___% discount or at additional ___% markup	%	\$8,000	_____ %	\$ _____
Sub Total					\$ _____
HST (13%)					\$ _____
Total					\$ _____

For the Fourth Optional Period, from April 1, 2017 to March 31, 2018:

For services of a Qualified Tradesman:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
1	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	80	\$ _____	\$ _____
2	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	40	\$ _____	\$ _____
3	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
For services of a Helper:					
Item No.	Description	Unit of Issue	Estimated Quantity	Unit Price	Extended Price
4	Hourly fee of \$ _____ during regular working hours (Monday to Friday 08:00-16:00 hrs), all inclusive fee for service, travel and meals.	Hour	48	\$ _____	\$ _____
5	Hourly fee of \$ _____ outside regular working hours (Monday to Friday, 16:01 – 07:59 hrs), all inclusive fee for service, travel and meals.	Hour	16	\$ _____	\$ _____
6	Hourly fee of \$ _____ outside regular working hours (weekends and statutory holidays), all inclusive fee for service, travel and meals.	Hour	8	\$ _____	\$ _____
For Parts and Materials:					
Item No.	Description	Unit of Issue	Estimated Annual Cost	Percentage %	Extended Price
7	Materials and replacement manufactured parts will be at the manufacturer's published price list less ___% discount or at additional ___% markup	%	\$8,000	_____ %	\$ _____
Sub Total					\$ _____
HST (13%)					\$ _____
Total					\$ _____