

**RETURN BIDS TO:**  
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 Public Works and Government Services Canada  
 Telus Plaza North/Plaza Telus Nord  
 10025 Jasper Ave./10025 ave. Jaspe  
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 Edmonton  
 Alberta  
 T5J 1S6  
 Bid Fax: (780) 497-3510

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**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  
 Telus Plaza North/Plaza Telus Nord  
 10025 Jasper Ave./10025 ave Jasper  
 5th floor/5e étage  
 Edmonton  
 Alberta  
 T5J 1S6

<b>Title - Sujet</b> Site Management - Inuvik FOL	
<b>Solicitation No. - N° de l'invitation</b> W0134-14CYLL/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> DND	<b>Date</b> 2013-11-26
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-607-9974	
<b>File No. - N° de dossier</b> EDM-3-36049 (607)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> at - à 02:00 PM on - le 2013-12-13	<b>Time Zone</b> Fuseau horaire Mountain Standard Time MST
<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> Jenkinson, Lorraine	<b>Buyer Id - Id de l'acheteur</b> edm607
<b>Telephone No. - N° de téléphone</b> (780) 497-3593 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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 (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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**TITLE: SITE MANAGEMENT SERVICES, DEPARTMENT OF NATIONAL DEFENCE, FORWARD OPERATION LOCATION (FOL) INUVIK**

This solicitation amendment is to provide a recap of the site visit and clarification of the RFP.

**PART A: RECAP OF SITE VISIT****General notes:**

- Four (4) modes of operation at the site: Dormant mode, Skeleton Crew, Activation mode, Full Operation mode. (See Statement of Work, Annex "A", Section 2. MODES OF OPERATION for full definition of each mode). Site is currently in Skeleton crew mode.
- Contractor will report to Detachment Commander (DetCO) when coming on site and sign in and out of the log book provided. The information is necessary for fire regulations - must know location of all people on site in case of emergency.
- Anticipate work to cover life cycle maintenance and preventive maintenance of equipment and property.
- Work carried out by the Contractor will be "as and when required" under Task Authorizations because DND has trades people who can do some of the work and will rotate through the site in order to keep up their skills.
- Emergency or urgent situations means no heat or power or water or septic. In these situations the DetCO may call the contractor directly.
- The Contractor will not have keys to the site.
- Janitorial supplies - supplied by Contractor (See Statement of Work, Annex "A", Section 3.3 (a)) at actual cost plus a firm mark-up as per the Basis of Payment.
- There is a list of anticipated work resulting from a recent building maintenance review. There is no schedule at present for this work but it is anticipated to be carried out over the next 12-18 months. The Building Maintenance report is attached as Attachment 1.

**Personnel Accommodations Building (PAB)**

- Occupants can be housed in one wing or spread around the entire building. Two floors with two wings.
- Contractor may be required to clear the roof of snow to prevent ice jams.

**Hangars:**

- Doors recently inspected and in good working condition.
- Fire Suppression equipment may need certification soon.
- Sump pumps - checks and pumping out required in Hangar 5 & 6 regularly due to snow removal; all pumps during spring run off.
- COC building - problem with the water sitting; suggestion to add ultraviolet water treatment.

## Security Alarm

- When call-out received a zone is given. Sometimes difficult to find. Suggest an orientation of the alarm schematics. Schematic currently includes a munitions building that does not exist and there are ghost alarms.

## Nasittuq Corporation Building - North Warning System Project (NWS)

- Not currently in contract. Expected to be added in the next 1-2 years.
- Occupied on daily basis all year round. Services will include, but not may not be limited to, Janitorial, Water/Sewer, electrical, building maintenance.

## PART B: QUESTIONS/ANSWERS

B1. Page 35, section 3.6. Emergency Environmental Spill Response (item 3.6.A.2) - it says "the Contractor must have the ability to respond [...] and must have the ability to handle and remove at least 90,000 litres as a minimum." Where does the 90,000 litres come from; fuel tanks hold only 75,000 litre?

B1. Upon review the Statement of Work will be revised to say "at least 75,000 litres as a minimum."

B2. Page 30, 3.2. Building Maintenance Inspections and Repairs, section a) The Contractor will keep the entire FOL site in a state of repair sufficient to ensure "full operation mode" without notice.

As to the state of repair, how does this relate to the Basis of Payment 2.1, menial tasks. What is meant by menial tasks. Does this mean the Contractor is responsible to carry out regular maintenance under Basis of Payment 2.1?

B2. Upon review the Statement of Work will be revised to better describe this work.

B3. Regarding insurance, is any aviation or airside insurance required?

B3. The Contractor is required to comply with Government of Northwest Territories requirements for Airside Vehicle Operating Permit (AVOP). If that permit requires insurance, then the Contractor must comply with the GNWT requirements.

## PART C: REVISION TO SOLICITATION DOCUMENT

C1. On Page 14/15 of 58 of the Solicitation, under **PART 7 - RESULTING CONTRACT CLAUSES**, article 1. Statement of Work,

DELETE: **1.2 Task Authorization** in its entirety.

INSERT: **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.

Task Authorizations will be necessary for Work performed under the following articles of the Statement of Work, Annex "A", in accordance with the process detailed herein:

- Article 2.2 Notification of Change of Mode
- Article 3.1 Security Inspections, Alarm Response and Security Escorting, sections 3.1.B.1, 3.1.C.1
- **Article 3.2 Building Maintenance Inspections and Repairs, sections 3.2.A.3 (b) and (c), 3.2.B.1, 3.2.B.2**
- Article 3.3. Janitorial Services, sections 3.3.A.4, **3.3.B.3**, 3.3.B.4, 3.3.C.2
- Article 3.4 Snow Removal, section 3.4.A.4, 3.4.B.1
- Article 3.5 Potable Water Supply and Septic Removal, section 3.5.A.1.

C2. On Page 26 of 58 of the Solicitation, under Annex "A", STATEMENT OF WORK

DELETE: STATEMENT OF WORK, ANNEX "A", in its entirety.

INSERT: STATEMENT OF WORK, ANNEX "A", Revised 2013-11-22, per attached. (Revisions are indicated in highlighted *italics*.)

C3. On Page 41 of 58 of the Solicitation, under Annex "B", BASIS OF PAYMENT

DELETE: BASIS OF PAYMENT, ANNEX "B", in its entirety.

INSERT: BASIS OF PAYMENT, ANNEX "B", Revised 2013-11-22, per attached (Revisions are indicated in bold highlighted *italics*.)

C4. On Page 47 of 58 of the Solicitation, under Annex "C", Commitment of Inuvialuit and Gwich'in Employment Content

DELETE: COMMITMENT OF INUVIALUIT AND GWICH'IN EMPLOYMENT CONTENT, ANNEX "C", in its entirety.

INSERT: COMMITMENT OF INUVIALUIT AND GWICH'IN EMPLOYMENT CONTENT, ANNEX "C", Revised 2013-11-22, per attached (Revisions are indicated in bold highlighted *italics*.)

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**Annex "A"**

**STATEMENT OF WORK**

**Site Management Services  
Forward Operation Location (FOL) Inuvik**

**DEPARTMENT OF NATIONAL DEFENCE  
WING CONSTRUCTION ENGINEERING  
4 WING COLD LAKE  
CFB COLD LAKE  
ALBERTA, T9M 2C6**



**Requisition Number: W0134-14-CYLL  
Contract Card: INUVIKLL  
Date: 06 May 2013  
Project Authority: Sgt Chris Flynn  
SOW Template: Version May 2013  
Rev: 2013-11-22**

## 1. DESCRIPTION OF WORK

- 1.1. Work under this Contract will comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to secure, monitor and maintain the Inuvik Forward Operation Location (FOL) at a continual state of readiness and operability for DND occupation by providing some or all of the following services based on the mode of operation.
  - a) Security Inspections, Alarm Response and Security Escorting;
  - b) Building Maintenance Inspections and Repairs;
  - c) Janitorial;
  - d) Snow Removal;
  - e) Potable Water Supply and Septic Removal; and
  - f) Emergency Environmental Spill Response.
- 1.2. The FOL contains six hangars to store fighter jets, is capable of housing 220 personnel and has a full kitchen. The FOL site has three buildings heated with either fuel oil or propane. The personnel accommodations building (PAB) has six main furnace/heating systems. There is an equipment building which houses equipment for the DND mechanics, supply, engineering, firefighters and mobile support equipment operators. There are various air handling units throughout the building. The site also has two back up generator systems.
- 1.3. The Project Authority will arrange monthly meetings and assume responsibility for setting times, recording and distributing minutes.
- 1.4. The Contractor will conduct the majority of Work required between the hours of 0800 and 1600 hours each working day or as otherwise directed.

## 2. MODES OF OPERATION

- 2.1. The following modes of operation will apply to the Inuvik FOL:
  - a) Dormant Mode: DND considers Inuvik FOL in a dormant state when DND personnel are not on location. The responsibility of the Contractor during Dormant Mode will include daily security inspections, alarm response, security escorting, snow removal (seasonal), building maintenance inspections and repairs, and emergency environmental spill response to ensure that the site is kept in a high standard of operational capability.
  - b) Skeleton Crew: DND considers Inuvik FOL a Skeleton Crew when at least two DND personnel are on location. The responsibility of the Contractor for a Skeleton Crew will include snow removal (seasonal), building repairs and maintenance, janitorial; potable water supply, septic removal; and emergency environmental spill response to ensure that the site is kept in a high standard of operational capability.
  - c) Activation Mode: Is when a small party of DND personnel arrive on site and prep for "Full operation mode" or for site maintenance or inspections. This small party may consist of up to 8 personnel and deploy for up to 3 weeks 3 times a year and may arrive in advance of a large party deployment. *All services will be required in order for the site to run under full operation conditions; and*
  - d) Full Operation Mode: DND considered the Inuvik in Full Operation Mode when a large party of DND personnel deploys on location - this large party may consist of up to 220 personnel. The large party may not deploy at all during the term of the contract agreement.

- 2.2. Notification of change in Mode: The Project Authority will advise the Contractor when the Mode of Operation changes and which Mode will be in operation. All requests from sources other than the Project Authority must be verified by the Project Authority and authorized using the DND 626 form. This is the official approval document required to commence Work in a different mode.
- 2.3. It is expected that the mode of operation for the Inuvik FOL will be the: Skeleton Crew for the duration of this Contract. This mode of operation is subject to change and the Contractor must have the ability to assume full responsibilities for the FOL under Dormant Mode.

### 3. CONTRACTOR SCOPE OF WORK

#### 3.1. **Security Inspections, Alarm Response and Security Escorting**

##### 3.1.A. Dormant Mode:

##### 3.1.A.1. *Daily Security Inspections*

- a) Security Inspections will be performed **twice daily**. During the inspection a 100% check of all doors, windows and gates will be performed on all buildings in a systematic manner in order to ensure that no breach of security or vandalism has occurred. A walk through of all buildings will be performed. All alarm system panels will be inspected;
- b) An inspection log must be filled out daily and must be kept in accurate, legible and orderly logs including time, date, etc. Reporting will be used as evidence of quality of Work. These logs will be sent monthly to the Project Authority

##### 3.1.A.2. *Alarm Response*

- a) The Contractor will be responsible for securing the entire FOL site by being on call 24 hours a day, seven days a week to respond to any alarms through the alarm company. The alarm monitoring is currently carried out by a company in Yellowknife, NWT. The Contractor or his designate will be notified by the alarm company by telephone.
- b) All intrusion, fire, safety and high/low temp alarms are to be responded to by the Contractor personnel, including both Contractor employees and subcontractors ("Contractor personnel"). Respond, identify and either correct the cause or notify the RCMP or Fire Department as required. If an incident has occurred the Contractor must inform the Project Authority by phone and in writing.
- c) Response time:
  - i. Intrusion, fire and safety alarms response time will be within one (1) hour.
  - ii. High temperature alarms response time will be no more than four (4) hours.
  - iii. Low temperature alarms response time will be no more than four (4) hours.

### 3.1.A.3. *Security Escorting*

- a) Required when DND or the Contractor is having a service performed at the FOL and the service provider has not been security cleared. In this event the Contractor or his security designate will stay with the service provider for the duration of the task being performed.
- b) From time to time members of DND may arrive to perform various tasks and may need to be escorted from the airport to the FOL site and vice versa as they may be unfamiliar with the location.

### 3.1.B. Skeleton Crew / Activation Mode

#### 3.1.B.1. *Daily Security Inspections, Alarm Response and Security Escorting;*

- a) These services will not normally be required during this mode. Project Authority may request these services on an "as and when requested" basis by Task Authorization.

### 3.1.C. Full Operation Mode:

#### 3.1.C.1. *Daily Security Inspections, Alarm Response and Security Escorting;*

- a) These services will not normally be required during this mode. Project Authority may request these services on an "as and when requested" basis by Task Authorization.

## 3.2. **Building Inspections, Maintenance, and Repairs**

- a) The Contractor will keep the entire FOL site in a state of repair sufficient to ensure "full operation mode" without notice. If the standard required to meet "full operation mode" is, in the opinion of the Project Authority, not up to standard then immediate actions will be taken by the Contractor to correct any and all issues at hand.
- b) *DND, in conjunction with the Contractor, will develop a maintenance schedule. The maintenance schedule may include, but is not limited to, the following:*
  - *Maintaining and implementing building operations;*
  - *Conduct daily inspections and perform routine maintenance;*
  - *Generators - run monthly, during all modes, for a minimum of four (4) hours to ensure they are in proper working order*
  - *Fire suppression alarm - annual certification must be conducted by a third party;*
  - *Furnaces - semi-annual maintenance;*
  - *Establishing a capital plan necessary to maintain, preserve and keep the premises in good repair and condition;*
  - *Lighting system;*
  - *Electrical Systems;*

- *Plumbing - maintenance of interior plumbing systems, ventilation systems, water service piping and water distribution systems;*
- *Seasonal maintenance requirements.*

c) *The Detachment Commander will take photos on behalf of the Contractor, before the work commences and after the work is completed and submit the photos to the Project Authority.*

### 3.2.A. *Dormant Mode / Skeleton Crew / Activation Mode :*

3.2.A.1. Maintenance inspections will be performed once daily during the regular work week, not including holidays. If the designate has the ability to perform both the security and maintenance inspections at the same time in accordance with the Scope of Work, and the employee meets all the minimum standards required, this is acceptable. In the event that the designate cannot carry out all of the scheduled tasks then the Contractor will hire a separate employee who meets all the minimum standards required to conduct the maintenance inspections.

3.2.A.2. An inspection log is to be filled out daily. All daily inspections, repairs and routine maintenance must be kept in accurate, legible and orderly logs including time, date, etc. Reporting will be used as evidence of quality of Work. These logs will be sent monthly to the Project Authority.

3.2.A.3. Deficiencies discovered during daily inspections:

a) Routine Maintenance and seasonal maintenance, including, but not limited to,

- *Hot water tanks - flush, test*

- *unclogging drains*

- *adjusting doors, maintaining hinges.*

- *Ensure buildings are kept at 20 degrees Celsius in cold weather seasons or as directed by the Project Authority.*

- *Fire suppression system: The site has a system that incorporates AFFF (Aqueous Film Forming Foam). This system has an internal heating system and must stay operational. Inspect daily.*

*(Routine and Seasonal maintenance refers to simple, small-scale activities required to maintain building, equipment and systems in working order with material cost up to \$500.00.)*

b) Non-Emergency Repairs: The Contractor will identify non emergency repairs or perceived future problems outside the scope of the regular maintenance routine. The Contractor will prepare a Scope of Work with attached cost estimate in accordance with the Basis of Payment and forwarded it to the Project Authority for approval before Work can commence. Approval must be received in writing from the Project Authority in the form of a signed DND 626 Task Authorization, and which is the official approval document required to commence Work.

c) Emergency Repairs: Notify the Project Authority of any required emergency repairs to heating, plumbing, electrical, generators, emergency systems, etc. Such repairs will be carried out immediately upon verbal authorization from the

Project Authority to ensure operational capability and then followed up with accompanying paperwork as soon as possible; and

### 3.2.B. Full Operation Mode

**3.2.B.1. Routine and Seasonal Maintenance and repairs will be conducted on an "as and when requested" basis by Task Authorization. A Scope of Work will be provided to the Contractor and the Contractor will provide a cost estimate in accordance with the Basis of Payment and forward it to the Project Authority for approval before Work can commence.**

3.2.B.2. Emergency repairs to heating, plumbing, electrical, generators, emergency systems, etc., will be carried out immediately upon verbal authorization from the Project Authority to ensure operational capability and then followed up with accompanying paperwork as soon as possible.

### 3.3. **Janitorial Services**

- a) The Contractor will supply all scrubbing machines, polishers, vacuum cleaners, ladders, brooms, mops etc. required to provide complete janitorial service. The Contractor will supply all toilet paper, paper towels, hand soaps, disposal bags, etc. to provide complete sanitation throughout. Paper products will include one in reserve, e.g.: toilet paper - one installed, one in reserve for each toilet.
- b) Not to be cleaned: Personal rooms, secure offices, mechanical rooms, storage rooms, kitchen storage rooms and refrigeration units are not to be cleaned. Trade related Work that creates a mess and or refuse will be cleaned by the tradesmen performing the Work at the end of each day.
- c) All material and methods must be suitable for the surface intended and must not be harmful to such surfaces and be environmentally safe. The Contractor will provide a list of all cleaning products to be used including MSDS sheets prior to commencement of the Contract.
- d) Provide temporary warning signs in locations where Work is performed and creates a hazardous condition. i.e. "wet floor".
- e) Janitorial/Custodial Closets: Dust and damp mop hard floors; clean and disinfect slop/service sinks; spot clean walls, doors and frames; clean equipment after use; stock and organize supplies on shelves and cart; organize and label containers; ensure room is kept in an orderly fashion, i.e. neatly stored pails.

#### 3.3.A. Dormant Mode:

3.3.A.1. At the end of each month the following areas of all buildings will be cleaned, dusted, swept and mopped:

- a) Washroom facilities to include, but not limited to, toilets, urinals, sinks, mirrors, ledges, vanities and shower/bath tub units; and buildings' foyer, cafeteria, main hallways, TV viewing areas, and stairwells.

3.3.A.3. The hanger floors will not be mopped unless requested by the Project Authority.

3.3.A.4. Janitorial services may be requested by the Project Authority on an "as and when requested" basis by Task Authorization for areas not listed above.

3.3.B. Skeleton Crew / Activation Mode:

3.3.B.1. The following areas will be cleaned, dusted, swept and mopped *five (5) times per week (Monday - Friday)*:

- a) Washroom facilities to include, but not limited to, toilets, urinals, sinks, mirrors, ledges, vanities and shower/bath tub units; and
- b) Buildings' foyer, cafeteria, main hallways, TV viewing areas, and stairwells.

3.3.B.2 Garbage bags are to be removed at least once per week or as required during the regular work week and disposed of in outside dumpsters.

3.3.B.3 The hanger floors will not be mopped unless requested by the Project Authority.

3.3.B.4 Janitorial services may be requested by the Project Authority on an "as and when requested" basis by Task Authorization for areas not listed above.

3.3.C. Full Operation Mode:

3.3.C.1. The following areas must be cleaned, dusted, swept and mopped:

- a) Once daily during the regular work week (Monday - Friday): Washroom facilities including, but not limited to, toilets, urinals, sinks, mirrors, ledges, vanities and shower/bath tub units and
- b) *Five (5) times per week (Monday - Friday)*: buildings' foyer, cafeteria, main hallways, TV viewing areas, and stairwells
- c) Garbage bags are to be removed once daily during the regular work week and disposed of in outside dumpsters.
- d) The hanger floors will not have to be mopped unless requested by the Project Authority.

3.3.C.2. Janitorial services may be requested by the Project Authority on an "as and when requested" basis by Task Authorization for areas not listed above.

**3.4. Snow Removal**

- a) Contractor must have the ability to respond to and remove snow on a 24 hour 7 days per week basis from around all buildings, parking lots, roadways and walkways that belong to DND at the FOL. This includes the Taxi Way up to the hold line at the runway. The Taxi Way must remain clear at all times up to the hangar doors.
- b) The Contractor will supply all equipment (front end loader, back hoe, tandem truck, large grader, skid steer (bobcat), etc.) required to provide complete snow removal.

3.4.A. Dormant Mode:

3.4.A.1. Regularly scheduled snow clearing: The Contractor will perform snow removal without request according to the following criteria:

- a) Snow removal is to commence within 2 hours of a snowfall of five cm having fallen and as measured at the meteorological office;
- b) In the event of continuing snowfall the Contractor will clear snow so that an accumulation of no more than five cm will remain at any time; and
- c) The snow is to be removed from the site and not allowed to encumber access or pile over the top of the fence.

3.4.A.2. During the following weather conditions snow removal will be performed as follows:

- a) Blizzard conditions: During blizzard conditions snow removal is not required. The task of snow removal will commence as soon as can safely be performed after the weather clears;
- b) Blowing snow and snow drifts: In the event that accumulation has occurred due to blowing snow the Contractor will remove the snow immediately if it is encumbering access or causing security risks. If it is not encumbering or causing security risks then it will be removed at the earliest convenience or at the request of the Project Authority; and
- c) Ice build up: During regularly scheduled or requested snow removal, Contractor must physically inspect the walkways, doorways and parking areas for ice accumulation and use ice melt or sand if necessary.

3.4.A.3. Hand Shovelling Around all doorways: Snow is to be removed by hand shovelling. Contractor must not use heavy equipment to clear snow from within 1.5 meters of all doorways or openings on buildings or structures, this includes around fuel containers.

3.4.A.4. Snow removal may be required by the Project Authority on an "as and when requested" basis for areas not listed above:

- a) Emergency or Urgent: The Contractor will respond to a request from the Project Authority within 2 hours and will commence Work within 3 hours of receipt of notification.
- b) Non emergency requests: The Contractor will reply to the Project Authority request within 24 hours and the actual Work will be performed within the time frame agreed to.

3.4.B. Skeleton Crew / Activation Mode / Full Operation Mode:

3.4.B.1. Snow removal services will not normally be required during these modes. DND personnel will be responsible for snow removal during these modes. Project Authority may request these services on an "as and when requested" basis by Task Authorization.

### 3.5. **Potable Water Supply and Septic Removal Service**

3.5.A. Dormant Mode / Skeleton Crew / Activation Mode / Full Operation Mode:

3.5.A.1. Both water and septic services will be on an "as and when requested" basis by Task Authorization. Response time:

- a) Dormant Mode / Skeleton Crew / Activation Mode - delivery will be within twenty-four (24) hours of receipt of a signed Task Authorization.
- b) Full Operation Mode - delivery will be within four (4) hours of receipt of a signed Task Authorization.

3.5.A.2. Water tanks to be cleaned, filled and tested by a certified authority to ensure water is potable. Tests to be conducted in accordance with current federal or territorial regulations. Test results are to be forward to the Project Authority.

**3.5.A.3. Water Trucks must be inspected and certified annually by certified authority and a copy of the annual inspection provided to the Project Authority.**

3.5.A.4. Four (4) potable water holding tanks are located at the FOL site with the following capacities:

- a) One x 5,455 litres
- b) One x 1,360 litres
- c) One x 15,910 litres
- d) One x 1,000 litres

3.5.A.5. Three (3) septic tanks are located at the FOL site with the following capacities:

- a) One x 8,000 litres
- b) One x 2,275 litres
- c) One x 23,865 litres

### **3.6. Emergency Environmental Spill Response**

3.6.A.1. Dormant Mode / Skeleton Crew / Activation Mode / Full Operation Mode:

3.6.A.1. The FOL site has three fuel tanks for heating fuel. There are also 2 large fuel tanks for holding Jet fuel.

3.6.A.2. As a contingency the Contractor must have the ability to respond to an environmental emergency and must have the ability to handle and remove at least **75,000 litres** as a minimum. Emergency response plan will be provided in writing to the Project Authority.

3.6.A.3. The Contractor must dispose of all hazardous materials and residue in accordance with existing provincial and/or municipal regulations and/or bylaws. A disposal manifest will be delivered to the Project Authority to ensure the waste has been accepted by a proper facility.

### **4. CONTRACTOR WARRANTY**

- 4.1. All material/ equipment replaced under this Contract will be warranted as per the manufacturers warrantee. The Contractor is to supply the Project Authority with the associated manufacturer warrantee upon completion of the Work.

### **5. CONTRACTORS USE OF SITE**

- 
- 5.1. For execution of the Work only, subject to the following:
- a) Movement around site will be subject to restrictions imposed by the Project Authority;
  - b) Do not unreasonably encumber site with materials or equipment;
  - c) Maintain work area in tidy condition, free from accumulation of waste products and debris:  
and
  - d) Execute Work with the least possible interference or disturbance to occupants and normal use of premises.
- 5.2. Contractor will immediately notify the Project Authority of any damage incident. Damage to any surface feature or underground utilities are included in this definition, such as gas lines, power lines, water lines, sewer lines, airfield lighting, buildings, survey markers, etc.
- 5.3. Damage caused by the Contractor to DND property including, but not limited to, buildings, equipment, infrastructure, etc., is the responsibility of the Contractor and will be repaired or replaced at no cost to DND.

## 6. WORKMANSHIP

- 6.1. Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed;
- 6.2. It is the responsibility of the Contractor to supply fully licensed and accredited personnel (employees and subcontractors). All related licenses, tickets and accreditation are the responsibility of the Contractor and must be provided as proof of quality of skills required for the terms of this Contract. The Contractor must not employ any unfit person or anyone unskilled in their respective duties.
- 6.3. Perform Work in accordance with the latest edition of the National Building Code of Canada and any other of provincial or local application. In any case of conflict or discrepancy, the stringent requirements must apply.

## 7. OPERATIONAL SECURITY

- 7.1. General
- 7.1.1. The Contractor will report to Detachment Commander (DetCO) when coming on site and sign in and out of the log book and state location of work. *The Contractor will not have keys to the site.*
- 7.1.2. Work carried out under the terms of this Contract will be conducted within the General Restricted Area (GRA) which is subject to special and unique security regulations. All Contractor's personnel must carry company I.D. and GRA pass. Contractor's personnel without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability Clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

- 
- 7.1.3. The use of cellphones are restricted in the GRA; cell phones equipped with photo cells are not to be used under any circumstances when within the GRA The use of cell phones is also restricted in the following areas:
- a) Use of cellular phones is prohibited within Refueling compounds; and
  - b) Cell phones will not be operated within 15 metres of an aircraft.
- 7.1.4. *Contractor's personnel are not to take any photos or videos. If a photo or video is required, the Project Authority or DetCo could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.*

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## 8. HEALTH & SAFETY REQUIREMENTS

### 8.1. Responsibility

8.1.1. All accidents are to be reported to the Project Authority immediately.

### 8.2. Hazardous Material:

8.2.1. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

### 8.3. Unforeseen Hazards

8.3.1. Any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of Work will be reported to Project Authority immediately verbally and in writing.

### 8.4. Asbestos Discovery

8.4.1. If during execution of Contract Work, workers uncover or disturb suspected asbestos products that are not covered in the Contract specifications, STOP Work in that area and report to Project Authority immediately. Do not proceed until written instructions have been received from the Project Authority.

### 8.5. Building Smoking Environment

8.5.1. The FOL has a no smoking policy in effect with exceptions in designated smoking areas. The Contractor is to obtain a copy from the Project Authority and must adhere to it.

### 8.6. DND Fire Safety Requirements

8.6.1. The Contractor's personnel who will be working at Inuvik FOL must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority before the commencement of the Work.

8.6.2. The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety before any Work is commenced.

## 9. ENVIRONMENTAL PROTECTION PROCEDURES

### 9.1. Disposal of Wastes

9.1.1. Burying of rubbish or waste materials on site is prohibited.

9.1.2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

9.1.3. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor.

9.1.4. The Contractor must dispose of all rubbish and residue in accordance with existing provincial/territorial and/or municipal regulations and/or bylaws.

## 9.2. Drainage

9.2.1. Do not pump water containing suspended materials into waterways, storm drains, sanitary sewers, or drainage systems.

9.2.2. Control the disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

## 9.3. Work Adjacent to Waterways

9.3.1. Do not dump excavated fill, waste material or debris in waterways.

## 9.4. Pollution Control

9.4.1. Control emissions from equipment and plant to local authorities emission requirements.

## 9.5. Spillage

9.5.1. Damage caused by any spillage or by the use of a solution, which is too strong is the responsibility of the Contractor and will be repaired or replaced at no cost to DND.

## 10. SPECIAL PROCEDURES: AIRPORTS IN USE

10.1. When operating within the FOL areas the following restrictions apply:

- a) Do not disrupt airport business except as permitted by Project Authority;
- b) Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- c) Provide barricades and lights where directed.

10.2. Movement of Equipment and Personnel:

- a) In areas of airport not closed to aircraft traffic, the Contractor will:
- b) Obtain Project Authority's approval on scheduling of Work;
- c) Control movements of equipment and personnel as directed by Project Authority;
- d) Obey signals and directions from escort instantly.
- e) For all services that are required on the airfield an escort will be provided.

10.3. Foreign Object Damage (FOD) Control:

- a) Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
- b) Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- c) FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stops

10.4 The Contractor will be expected to comply with the Government of Northwest Territories requirements for Airside Vehicle Operating Permit (AVOP) [website: [http://www.dot.gov.nt.ca/\\_live/pages/wpPages/AirportTrafficDirectives.aspx](http://www.dot.gov.nt.ca/_live/pages/wpPages/AirportTrafficDirectives.aspx) .]

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Buyer ID - Id de l'acheteur  
**edm607**  
 CCC No./N° CCC - FMS No./N° VME

**BASIS OF PAYMENT (Revised 2013-11-22)**

**ANNEX "B"**

- Submission of Prices: Bidders must submit firm unit prices, Canadian customs duties, and excise taxes included, and Applicable Taxes (GST/HST) excluded. GST/HST will be added to any invoice issued against the Contract.
- Unit Prices are to include ALL applicable expenses, including travel time and personnel expenses, to perform the Work and are to remain firm for the period of the Contract.
- For the purposes of the Basis of Payment regular working hours are between (0800-1600) on weekdays.
- Overtime must be authorized in advance by the Project Authority.
- Estimated usages are for evaluation purposes only, actual usages may vary from these amounts.

**1. SECURITY INSPECTION, ALARM RESPONSE AND SECURITY ESCORTING:**

		Firm Rate			
		Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>1.1</b>	<b>Security Inspection:</b> (included in item 2.1)	Est. Usage 365 days (2 inspections per day)	U. of I		
<b>1.2</b>	<b>Alarm response:</b> Twenty four hours, seven days a week				
a)	Service Call, inclusive of all costs, and first hour of on-site productive labour:	150 Call outs	per call	\$	\$
b)	Labour only in addition to item a) above.	350 hours	per hour	\$	\$
<b>1.3</b>	<b>Security Escorting:</b> firm all inclusive rates on an "as and when requested" basis; 24/7 services of the FOL site.				
a)	Service Call	500 hours	per hour	\$	\$

**2. BUILDING INSPECTIONS, MAINTENANCE, AND REPAIRS: The firm rate for daily building inspections and routine maintenance tasks during regular work week excluding holidays will be:**

	Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>2.1</b>	<b>Inspections and Routine Maintenance:</b>					
<b>a)</b>	Dormant Mode / Skeleton Crew / Activation Mode: Daily Security inspections, building inspections, routine maintenance: Monday to Friday	monthly	\$	\$	\$	\$
<b>b)</b>	Full operation mode: the monthly rate in item 2.1 (a) will be reduced by the stated daily rate for any days the FOL is in Full Operation mode: (est. based on Annex "A", para. 2.1.c = 3 weeks x 3 times = 63 days)	per day	(\$ )	(\$ )	(\$ )	(\$ )
<b>2.2</b>	<b>Building Repairs: non-emergency and emergency :</b>					
<b>2.2.1</b>	<b>Carpenter</b>					
a)	During regular working hours Monday through Friday	per hour	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	per hour	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	per hour	\$	\$	\$	\$
<b>2.2.2</b>	<b>Electrician</b>					
a)	During regular working hours Monday through Friday	per hour	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	per hour	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	per hour	\$	\$	\$	\$



<b>2.2.8</b>	<b>Sheet Metal Worker</b>												
a)	During regular working hours Monday through Friday	300 hours	per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	10 hours	per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	5 hours	per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>2.2.9</b>	<b>Trades helper, Supervised</b>												
a)	During regular working hours Monday through Friday	1000 hours	per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
b)	Outside regular working hours Monday through Friday	75 hours	per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
c)	Weekends and Statutory Holidays	25 hours	per hour	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>2.3</b>	<b>Materials and subcontracted Work: (for Routine Maintenance and building repairs only)</b>												
<b>2.3.1</b>	Subcontracted Work (other than subcontractors identified in the proposal and other than the categories listed 2.2 above) at actual cost incurred plus a mark-up of ___% as supported by invoice.	\$75,000	per year	%	%	%	%	%	%	%	%	%	%
<b>2.3.2</b>	Material and supplies billed at actual cost incurred plus a mark-up of ___% as supported by invoice.	\$300,000	per year	%	%	%	%	%	%	%	%	%	%

**3. JANITORIAL:** Firm rate includes all materials, transportation, supplies, personnel, and equipment.

		Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>3.1</b>	Cleaning person(s)	3000 hours	per hour	\$	\$	\$	\$
<b>3.2</b>	Material and supplies billed at actual cost incurred plus a mark-up of ___%. as supported by invoice.	\$75,000	per year	%	%	%	%

**4. SNOW REMOVAL:** Firm rate includes all applicable equipment including operator.

	Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
a) Motor Grader	1000 hours	per hour	\$	\$	\$	\$
b) Loader 950	1000 hours	per hour	\$	\$	\$	\$
c) Tandem Dump Truck	500 hours	per hour	\$	\$	\$	\$
d) Bobcat	1000 hours	per hour	\$	\$	\$	\$
e) Labour/Hand Shovelling	500 hours	per hour	\$	\$	\$	\$

**5. POTABLE WATER SUPPLY AND SEPTIC REMOVAL SERVICE:** The potable water and septic removal service are only required on an "as and when requested" basis by Task Authorization.

	Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>5.1</b> Potable Water : load to be a minimum of 8 cubic meters delivered and unloaded into tanks during normal working hours.						
a) Dormant mode / Activation mode / Skeleton Crew	18 loads per month	per load	\$	\$	\$	\$
b) Full Operation mode	33 loads per month	per load	\$	\$	\$	\$
<b>5.2</b> Septic Removal:	25 loads per month	per load	\$	\$	\$	\$

**6. EMERGENCY ENVIRONMENTAL SPILL RESPONSE:** Used only for emergency call up on an "as and when requested" basis during unforeseen or uncontrollable circumstances.

	Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
6.1 Spill response	100 hours	per hour	\$	\$	\$	\$

	Contract Year 1 _____ to _____	Contract Year 2 _____ to _____	Contract Year 3 _____ to _____	Option Year _____ to _____
Total Estimated yearly cost:				
<b>TOTAL BID COST - TOTAL LIMITATION OF EXPENDITURE:</b>				
	Goods & Services Tax:			

**THE FOLLOWING IS FOR INFORMATION PURPOSES ONLY AND WILL NOT BE INCLUDED IN THE FINANCIAL EVALUATION NOR TECHNICAL EVALUATION.**

**7. NASITTUQ CORPORATION BUILDING - NORTH WARNING SYSTEM PROJECT (NWS)**

- Not currently in contract, may be added in the next 1-2 years. Occupied on daily basis all year round.
- Bidders are requested to submit firm unit prices, Canadian customs duties, and excise taxes included, and Applicable Taxes (GST/HST) excluded. GST/HST will be added to any invoice issued against the Contract.
- Unit Prices are to include ALL applicable expenses, including travel time and personnel expenses, to perform the Work.
- For the purposes of the Basis of Payment regular working hours are between (0800-1600) on weekdays.
- Estimated usages are for information purposes only, actual usages may vary from these amounts. Rates quoted may become part of the contract.

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**edm607**

CCC No./N° CCC - FMS No./N° VME

		Est. Usage	U. of I	Contract Year 1: _____ to _____	Contract Year 2: _____ to _____	Contract Year 3: _____ to _____	Option Year: _____ to _____
<b>7.1</b>	<b>Security and Building Inspections and Routine Maintenance:</b>						
a)	Daily Security inspections, building Inspections, routine maintenance (including materials cost up to \$250): Monday to Friday	12 months per year	monthly	\$	\$	\$	\$
<b>7.2</b>	<b>Janitorial Services:</b>						
a)	Cleaning person(s) Material and supplies billed at actual cost incurred plus a mark-up of ___% as supported by invoice.		per hour	\$	\$	\$	\$
b)			per year	%	%	%	%
<b>7.3</b>	<b>Potable Water and Septic Removal Service:</b>						
a)	Potable Water : load to be a minimum of 8 cubic meters delivered and unloaded into tanks during normal working hours.	25 loads per month	per load	\$	\$	\$	\$
b)	Septic Removal:	25 loads per month	per load	\$	\$	\$	\$

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**COMMITMENT OF INUIVALUIT AND GWICH'IN EMPLOYMENT CONTENT (Revised 2013-11-22). . . . . ANNEX "C"**

	Inuivaluit Employee Projected %	Inuivaluit Subcontractor Projected %	Gwich'in Employee Projected %	Gwich'in Subcontractor Projected %	Non -Inuivaluit / Gwich'in content Projected %
1. Inspections and Call outs: (based on items 1.1, 1.2 (a), of the Basis of Payment). Total Estimated: <b>880 inspections</b> and call outs.	#: <b>880</b> / 880 %: _____				
2. Person Hours: (based on items 1.2 (b), 1.3 (a), 2.1 (a), 2.2, 3.1, and 4 of the Basis of Payment). Total Estimated: <b>16,345 hours</b> .	#: <b>16,345</b> / 16,345 %: _____				
3. Subcontracting/Materials: (based on items 2.3.1, 2.3.2, 3.2 of the Basis of Payment). Total Estimated: <b>\$450,000.00</b>	#: <b>\$450,000</b> / \$450,000 %: _____				

- The Bidder is requested to provide a projected number and percentage of Inuivaluit and/or Gwich'in content for each line items above.
- Points will be awarded for Inuivaluit and Gwich'in employment content in accordance with the criterion 2.7 in Evaluation Criteria and Selection Method, Annex "E".

(Name - Print) \_\_\_\_\_ (Signature of Authorized Officer of Business) \_\_\_\_\_ (Date)

The Contractor certifies that its commitment of Inuivaluit and Gwich'in Employment Content submitted with its bid is accurate and complete.

**ATTACHMENT 1 TO ANNEX "A"**  
**FOL Maintenance Report**

**Sgt Flynn**  
**Contracts Inspector**

The following are the maintenance issues we have in Inuvik FOL:

**PAB**

- Rooms 107-130, 144-166,207-239 and 242-266 have the following problems:
  - Lose/no towel bar,
  - No door stops,
  - Cracked/broken windows,
  - Broken/no bug screen,
  - N/S lights or Ballasts',
  - Door locks n/s,
  - Access doors missing or n/s,
  - Black out shades all need to be replaced,
  - Fire dampers n/s,
  - Window hardware n/s, and
  - Various painting in rooms.
- Common areas (kitchen, hallways, dining hall and janitor rooms)
  - Broken/no bug screen,
  - N/S lights or Ballasts',
  - Access doors missing or n/s,
  - Fire dampers n/s,
  - Replacement of lighting fixtures,
  - Cracked/broken windows,
  - Repair fire wall and install access door,
  - Window hardware n/s, and
  - Various painting.
- Exterior
  - Repair south side holding tank,
  - Replace exterior plug-in posts,
  - Replace exterior lights,
  - Replace/repair north side hand rail,
  - Replace broken fuel oil tank cap,
  - APU lights n/s,
  - Clean all air intakes and exhaust hoods,
  - Repair/replace fuel oil tank side roof,
  - Ground work required on north side, south side, near propane supply line and near Nasittuq building,
  - Window repairs/replacement,
  - PAB culvert needs replacement,
  - Brush clearing around fence line, and
  - Repairing of fence.
  - Furnace maintenance

## **EQTHanger**

### **-Interior**

- Overhead door requires annual servicing,
- Air compressor dryer needs replacement (no parts available),
- Replace overhead door windows (cracked/broken),
- Replace wet insulation in the roof on the east side of hanger,
- Replace lighting and ballasts,
- Repair drywall in main door east side and paint,
- Replace/repair fire dampers, and
- Replace DHWT chimney.

### **- Exterior**

- Patch all roof vents,
- Ventilation towers require bottom ladder rung removed and welded properly to towers to stop ladders from being pushed up,
- Replace Bower Bay overhead door panel,
- Repair exterior building flashing,
- Gutters need to be adjusted or replaced,
- Clean all exhaust and air intakes,
- Repair south west door lighting fixture,
- Replace nine exterior light fixtures,
- Furnace maintenance
- Brush clearing around fence line, and
- Repair/replace fencing in area.

## **Hangers**

### **-Interior**

- Replace various lights, ballasts' and fixtures throughout Hanger bays,
- Replace door closer in Bay #6,
- Water pump n/s,
- Airside sump pump drain damaged, needs repairs,
- Tip-up doors silicon is cracked/missing, needs to be redone,
- Bay # 1 & 2 need new door seals,
- Bay # 4, 5 & 6 require new bottom door seals and side seals, and
- Bay # 2 requires replacement of insulation on roof (wet).

### **- Interior OPS**

- All OPS fire dampers need servicing,
- Re-install AC wiring to condensing unit,
- Mechanical room requires lighting fixture replacement,
- Repair oil leaks in mechanical room (furnaces & hot water tank),
- Seal holes in drywall around AC units,
- Sewage repairs from building to holding tanks,
- Replace damaged ceiling tiles,
- Replace CoC door and install new locking mechanism,
- Re-caulk all windows,
- Install new mirrors in woman's washroom,
- Replace lights and ballasts', and
- Patch various holes in drywall.

## Exterior Hanger & OPS

- Replace three exterior lighting fixtures and lights,
- FOD sign needs replacement,
- FOD sign on fuel oil tank needs replacement and location moved due to interfering with access to top of oil tank,
- Repair damages to siding and flashing,
- Remove and clean all return air grills,
- Repair wiring, refasten and aim lamps on exterior of building,
- Leaking roof, all rib seals need to be replace and re-sealed,
- All ventilation towers requires work, ladders have pushed up causing the damage to the tubes,
- Furnace maintenance
- Brush cutting required around the fencing, both inside and outside, and
- Require repairs of all fencing around the FOL.

## Apron and Taxiway lighting

- Replace missing lamps,
- Lamp post required to be straightened or removed and replaces, and
- Various apron lighting damaged/broken, require replacement.

## Guard Shack

- Soffit damaged, requires removal and re-installation,
- Shack is sinking into the asphalt,
- Requires a upgrade to the heating (electric heaters, undersized),
- Sealing of all holes from electric conduit, and
- Repair transfer conduit outside of shack.

## Arrestor Gear

- Requires either foam jacking or replacement of concrete pad and ground work.