

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

Ce document est par la présente révisé; sauf indication
contraire, les modalités de l'offre 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 / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Electrical Hoist Inspection/Service	
Solicitation No. - N° de l'invitation W0125-13K264/A	Date 2013-12-06
Client Reference No. - N° de référence du client W0125-13-K264	Amendment No. - N° modif. 001
File No. - N° de dossier KIN-3-40049 (655)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$KIN-655-6236	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2013-12-05	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-15	
Address Enquiries to: - Adresser toutes questions à: Semple, Patrick	Buyer Id - Id de l'acheteur kin655
Telephone No. - N° de téléphone (613) 530-3117 ()	FAX No. - N° de FAX (613) 545-8067
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

W0125-13K264/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

kin655

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

W0125-13-K264

File No. - N° du dossier

KIN-3-40049

CCC No./N° CCC - FMS No/ N° VME

Amendment #001 is raised to add the solicitation document which did not attached due to system error.

See below

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED

Solicitation No. - N° de l'invitation
W0125-13K264/A
Client Ref. No. - N° de réf. du client
W0125-13-K264

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-3-40049

Buyer ID - Id de l'acheteur
kin655
CCC No./N° CCC - FMS No./N° VME

12. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance
8. SACC Manual Clauses

List of Annexes:

Annex A1 & A2 -	Statement of Work
Annex B1 & B2 -	Basis of Payment
Annex C -	Security Requirements Checklist
Annex D -	Insurance Requirements
Annex E -	Standing Offer Reporting Form

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

(i) The work under this Standing Offer Agreement (SOA) comprises of:

(a) The furnishing of all labour, material and equipment required for the inspection, servicing, maintenance and certification of electrically and chain operated overhead cranes and hoists of various sizes, manufactures and models at 8 Wing CFB Trenton, Trenton ON.

(b) The furnishing of all labour, material and equipment required for the inspection, servicing, maintenance and calibration of hydraulic vehicle hoists, electrically operated loading docks, fixed hydraulic scissor lifts, build up scale platforms of various sizes, manufacture and model at 8 Wing CFB Trenton, Trenton ON.

Satellite sites located at Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place, and Point Petre may be included. At the time of this specification being developed, all equipment included and identified is located at CFB Trenton proper.

(ii) Client

The Department of National Defence, Canadian Forces Base Trenton, Trenton, Ontario, Canada and its -Satellite Locations (Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place and Point Petre), Trenton, Ontario, Canada.

(iii) Period

The period of the Standing Offer is from date of issuance to 31 December 2015.

The Offeror offers to extend its offer for an additional period, from 1 January 2016 to 31 December 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

(iv) Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders. Offerors should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)"(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website."

(v) Offerors must submit of list of names or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

(vi) For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

(vii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (01-06-2013) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Offers

Offers 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 Request for Standing Offers.

3. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held as per the following:

Date: 18 December, 2013

Time: 10:00

Location: CFB Trenton, 14 Alert Blvd., Trenton, Ontario

Bidders must communicate with the Contracting Authority no later than one (1) day before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

4. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?
YES () NO ()

If so, the Offeror 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Basis of Payment detailed at Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II.2 SACC Manual Clauses

C3011T (2013-06-11) Exchange Rate Fluctuation

M0019T (2007-05-25) Firm Price and/or Rates

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Mandatory Technical Criteria

Failure to meet the following mandatory requirement will result in your bid being declared as non-compliant.

- (a) The Bidder or their representative must attend the Mandatory Site Visit as specified in Part 2, clause 6 entitled, Mandatory Site Visit.
- (b) The Bidder must submit a copy of the completed Pricing in Canadian currency, FOB Destination for the applicable "Basis of Payment". The Bidder's unit pricing must be firm and must not be indexed to any currency exchange rates or commercial index. The format of Pricing must not be altered except for the addition of numbers in all of the blank spaces.

1.2 Financial Evaluation

- 1.2.1** The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or Harmonized Sales Tax extra if applicable.
- 1.2.2.** Pricing Basis B1 and B2 will be evaluated separately. The Bidders unit prices will be multiplied by the corresponding usage's to calculate the extended prices. For each Basis of Payment, the evaluated price is the sum of the extended prices for all pricing periods.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. It is the intention of Canada to issue two separate standing offers. The responsive offer with the lowest evaluated price for Basis of Payment B-1 will be recommended for issuance of a standing offer for the work at Annex A-1. The responsive bid with the lowest evaluated price for the Basis of Payment B-2 will be recommended for issuance of a standing offer for the work at Annex A-2.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 [HRSDC-Labour's website](#).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A-1 or A-2".

2. Security Requirement

- 2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W0125-13K263/4

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";

(b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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) (<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

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 days calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to 31 December 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional period, from 1 January 2016 to 31 December 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Patrick Semple
Title: Intern Officer
Organisation: Public Works and Government Services Canada,
Acquisitions Branch
Address: 86 Clarence Street,
Kingston, Ontario, K7L 1X3
Telephone: 613-530-3117
Facsimile: 613-545-8067
E-mail address: patrick.semple@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

(To be inserted by Canada at time of issuance of the Standing Offer).

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.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, Canadian Forces Base Trenton, Trenton, Ontario,

Canada and its Satellite Locations (Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place and Point Petre), Trenton, Ontario, Canada.

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using PWGSC-TPSGC 942, Call-up Against a Standing Offer, etc.) or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 25,000 (Applicable Taxes included).

12. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) 2010C (2013-06-27), General Conditions - Services (Medium Dollar Value) apply to and form part of the Contract.
- e) Annex A-1, A-2, Statement of Work;
- f) Annex B-1, B-2, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Standing Offer Reporting
- i) Annex F Standing Offer reporting
- k) the Offeror's offer dated (The information will be inserted by Canada at time of issuance of the Standing Offer).

13. Certifications

13.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC may result in the setting aside of the Standing Offer.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2013-06-27), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. 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.

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in the Basis of Payment for a cost of \$_____ (to be inserted at contract award). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

5.2 Limitation of Price

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

5.3 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

5.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7. Insurance

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

B1501C (2006-06-16) Electrical Equipment

A9117C (2011-11-30) T1204 - Direct Request by Customer Department

A9039C (2008-05-12) Salvage

D5328C (2007-11-30) Delivery, Inspection and Acceptance

ANNEX "A-1"

STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE

**CANADIAN ARMED FORCES BASE TRENTON
8 WING TRENTON
TRENTON, ONTARIO**



SPECIFICATION

**INSPECT / SERVICE / MAINTAIN
AND CERTIFY ELECTRICALLY AND CHAIN OPERATED OVERHEAD
CRANES**

CFB TRENTON AND VARIOUS SATELLITE LOCATIONS

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

INSPECT / SERVICE / MAINTAIN AND CERTIFY ELECTRICALLY AND CHAIN OPERATED OVERHEAD CRANES AND HOISTS

CFB Trenton and Satellite Locations

SECTION A

GENERAL SCOPE OF WORK

1. GENERAL DESCRIPTION

The work under this Standing Offer Agreement (SOA) comprises the furnishing of all labour, material and equipment required for the inspection, servicing, maintenance and certification of overhead cranes and hoists of various sizes, manufacture and model at 8 Wing CFB Trenton, Trenton ON. Satellite sites located at Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place, and Point Petre may be included. At the time of this specification being developed, all equipment included and identified is located at CFB Trenton proper.

2. SITE ACCESS

The movement of men, material, and equipment within the Wing and buildings shall be subject to the approval of the Wing Construction Engineering Officer (WCEO) or his representative hereafter referred to as the Technical Authority (TA).

3. STANDARDS

a. Throughout the various sections and subsections of this specification reference is made to domestic, national, and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the specification as if they were reproduced herein. The Contractor shall therefore be fully familiar with their contents and requirements. The latest edition of all standards shall be applicable unless a specifically dated edition is mentioned,

- i. Canadian Standards Association (CSA) B167-96
- ii. Canada Labour Code (CLC)

- iii. Canadian General Standards Board (CGSB)
- iv. Ontario Health and Safety Act (OHSA)
- v. Workers Compensation Act (WCA)

b. All work to be completed by a competently trained person having training and demonstrated experience related to inspecting, maintaining and certifying equipment described within this specification including but not limited to the following;

- i. Munk
- ii. CM
- iii. Richard Wilcox
- iv. Gantron
- v. Budgit
- vi. Yale
- vii. Detroit

4. CERTIFICATIONS

Service provider's personnel performing work on-site must have the appropriate trade, licenses, and certifications to perform the work specified on the call-up document. Required certifications include but are not limited to,

- i. Possess an Ontario or Inter-Provincial License as a Millwright, Industrial Mechanic or,
- ii. Industrial Electrician fully licensed and registered with the Electrical Safety Authority of Ontario,
- iii. Standard First Aid Certification
- iv. Rescuer CPR Certification
- v. Fall Arrest Awareness

5. REFERENCE TO TRADE NAMES

When trade names are used in this specification they are not necessarily restrictive unless specifically noted. The acceptability of materials other than those specified shall be determined by the Technical Authority.

6. ACCEPTABILITY OF MATERIAL

a. The acceptance of materials other than those specified shall be determined by the Construction Engineering Officer or representative in advance of the use by the contractor,

- b. Request for acceptance of non-specified materials shall be submitted in writing to:

8 Wing Construction Engineering
14 Alert Blvd
PO Box 1000 Station Forces
Astra ON
K0K 3W0
Attention – Contracts Officer

The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.

7. SCHEDULE OF WORK

- a. The Contractor shall arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. The Contractor shall work in cooperation with other trades on the job, should this condition present itself,
- c. Work on job site shall be carried out between the hours of 0700 and 1530, Monday to Friday, unless authorized otherwise by the Technical Authority.

8. USE OF PREMISES

At the discretion of the contract inspector (Technical Authority) at CFB Trenton, the contractor may be permitted to store some of its apparatus, materials, etc., at or near the job site. In the absence of permission from the Engineer to store equipment, the contractor shall be responsible for the provision of storage facilities which may be required for the storage of its equipment and materials. At all times, the contractor shall confine its equipment, storage of materials and operations of its employees to limits indicated by law, ordinances or the direction of the Engineer, and shall not unreasonably encumber the site.

9. SITE VISIT

Upon award of the contract and prior to commencing any work, the Contractor must report to the "Technical Authority" in this specification. This initial post award visit will serve to permit the

contractor to acquaint himself with all conditions that may affect his work prior to visiting the work site.

10. SUPPLY AND/OR INSTALLATION

Unless the word "only" suffixes "supply" or "install" or other variations of these words according to the section wherein they are used, it is the express intent of this contract that "supply and install" is implied. This will not apply to work supplied by one section and installed by another.

11. RESPONSIBILITY

- a. The responsibility for the requirement and work included in these documents including any portion of the work to be performed by a sub-contractor, rests solely with the contractor and,
- b. The responsibility for measurements and quantities rests solely with the Contractor.

12. DAMAGE TO EXISTING FACILITIES

The Contractor shall take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be made good without undue delay and at no expense to Canada.

13. PLANS AND SPECIFICATIONS

The Contractor shall endeavour to have, at all times, a complete, up to date set of specifications or "shop manual" for the equipment being attended too.

14. CLEAN UP

The Contractor shall affect a daily clean up of the debris resulting from his work, and all hazardous impediments shall be removed from the site at the end of each days work, subject to the satisfaction of the Technical Authority.

All debris must be removed from DND property utilizing the contractors off site resources.

15. SAFETY AND SECURITY

- a. All work completed will be in compliance with,

- i. construction safety measures of National Building Code Part 8,
- ii. Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects,
- iii. Worker's Compensation Act including Regulation 950 and 951,
- iv. C-02-040-009/AG-000 DND General Safety Standards,
- v. CFB Trenton Construction Engineering Orders to Provincial Contractors Working on DND Property and
- vi. Municipal authority provided that in any case of conflict or discrepancy, the more stringent shall apply.

- b. 8 Wing, Construction Engineering, CFB Trenton Orders to Provincial Contractors working on DND Property shall be issued to the Contractor by the Construction Engineering Contract Officer, as applicable, at the first pre-commencement meeting, post award.

16. FORSEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. 2010 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 2010.
- b. Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 2010, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act. Small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement,
- c. Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey when applicable. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all

format. Each situation must be tailored specifically in writing to the project at hand.

- d. Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- e. Canada's due diligence will be exercised by the Technical Authority by verifying that the service provider:
 - i. Has an established and current safety program in force for all employees under contract for this requirement;
 - ii. Has complied with all applicable WSIB legislation;
 - iii. Has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
 - iv. Is providing their own supervision for safety aspects of the project.
 - v. Is performing the work in a safe manor using correct protective equipment supplied by the Contractor.
- f. If the Technical Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
 - i. The Technical Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
 - ii. If the unsafe work practice continues the Technical Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
 - iii. Canada may require that the service provider replace personnel if those personnel are repeatedly performing unsafe work.
- g. Common Medium to High Risk Hazards - these are not an all

inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:

- i. Asbestos Exposure – Areas of CFB Trenton and identified satellite sites are known to contain asbestos. Asbestos hazards would be present in the form of dust, fibres, and residue and are to be acknowledged and considered appropriately for all areas identified as possessing a known asbestos hazard. The contractor would be responsible for development of a site specific safety plan for work in areas where asbestos is identified.
- ii. Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed when not only working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.
- iii. Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).
- iv. Hot work - Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.
- v. Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no

circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic encountering service provider's employees.

- vi. Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.
- vii. Other – at the time of work, if there is other, and there are many known hazards, the Project authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

17. APPLICATION FOR VARIANCE

- a. Contractors and Subcontractor may request a variance, in unusual circumstances, whenever regulations are considered contributory rather than preventive in nature to achieving the aims of our safety program. The decision to approve/deny the variance will be made by the General Safety Officer and shall be considered binding.
- b. Variances to local CFB Trenton safety regulations can only be approved or disapproved whenever the CFB Trenton regulations are deemed more stringent than the minimum requirements.

**DEPARTMENT OF NATIONAL DEFENCE
SPECIFICATION**

SECTION B

**INSPECT / SERVICE / MAINTAIN AND CERTIFY ELECTRICALLY AND
CHAIN OPERATED OVERHEAD CRANES AND HOISTS**

CFB Trenton and Satellite Locations

1. **GENERAL**

Section "A" of this specification and all additional documents listed in the Standing Offer Agreement (SOA) shall apply to and govern all phases of the work herein after specified and / or indicated.

2. **SITE OF WORK**

a. **General**

The identified equipment is located at CFB Trenton proper but future installations may include the following areas,

- i. Belleville Armouries,
- ii. Peterborough Armouries,
- iii. Detachment Mountain View,
- iv. Point Petre Transmitter Site, and
- v. Carrying Place Receiver Site.

NOTE – at the time this specification was developed, all identified equipment is located at CFB Trenton only.

3. **EQUIPMENT LOCATION**

**CFB TRENTON
Overhead Cranes / Chain Hoist Inventory
Effective Apr 2013**

Tag #	Make	Model	Ser #	Capacity LBS	Bldg #	Room # / Location
0034	CM	R2	LCO24NV	4,000	B 379	Engine Test Cell
0035	R&M	SPACEMASTER	A0205889	5,000	B 112, 9 Hgr	Engine Test Cell
0036A	Yale	GA3M03-040520-2	G3284WA	5,000	B 112, 9 Hgr	Hangar floor
0037	Munk	2843P56	96-2367	40,000	B 65	Centre Breezeway
0038	CM	637	C-13U	6,000	B 164	RM Shop Out Bldg
0039	CM	L	LL-5-8714-7G	2,000	B 114	Tire Bay
0040	CM	Meteor	WS-012HH	10,000	B 51, 3 Hgr	Tire Bay
0041	Morris	EROSSET	EM2212	4,000	B 51, 3 Hgr	Tire Bay
0042	CM	Cyclone	SC033KL	4,000	B 51, 3 Hgr	C Pad
0043	R&M	LM16	G035330	5,000	B 51, 3 Hgr	C Pad
0044	CM	R2	LC047NL	4,000	B 51, 3 Hgr	C Pad
0045	Jet	L-70	78-24731	4,000	B 51, 3 Hgr	B Pad
0046	R&M	LM 16	60305331	5,000	B 51, 3 Hgr	B Pad
0047	CM	R2	LC047NL	4,000	B 51, 3 Hgr	B Pad
0048	CM	Cyclone	C099LP	4,000	B 51, 3 Hgr	A Pad
0049	R&M	LM 16	3055333	5,000	B 51, 3 Hgr	A Pad
0050	CM	R2	LC044L	4,000	B 51, 3 Hgr	A Pad
0051	Demag	16/5PE2K	5059893	1,000	B 51, 3 Hgr	Prop Shop
0052	Shabox	80L02020514	SH3687PZ	4,000	B 51, 3 Hgr	Prop Shop
0053	Coffing	EC40065	ECI-C-239-QND	4,000	B 393, Airbus Configs	Gantry

0054	Gantron	CHSE535MS4/1	10583	6,000	B 52, 10 Hgr	TBC
0055	Richard Wilcox	SB-325OVERHEAD	170469940 1	6,000	B 52, 10 Hgr	NE Side
0056	Richard Wilcox	SB-325OVERHEAD	161993ATI	6,000	B 52, 19 Hgr	SE Side
0057	CM	Shop Star	SS0876TY	500	B 52, 10 Hgr	Rm # 123
0058	CM	Cyclone	MEI-I	4,000	B 52, 10 Hgr	Welding Shop
0059	Kito	372	084505	6,000	B 354, POL	Garage
0060	Budgit	USA 02 Explosion Proof	10AU609	4,000	B 354, POL	Glycol Room
0061	CM	7168	H-003HE	10,000	B 137	SPAR
0062	CM	Cyclone	M10635	2,000	B 158	Machine Shop
0063	CM	H	LH-I-3618- ID	2,000	B 153	26 Alert
0064	R&M	LMCM	GO4D5083	2,000	B 152	32 Alert
0065	Kito	CF4-602	594074	2,000	B 483	22 Alert
0066	Wesco	272164	55279-64- 64	2,000	B 151	ATESS Shops
0067	CM	Lodestar	LC023RJ	1,000	B 151	ATESS Shops
0068	Yale	Midget King	MR551MBG N	4,000	B 164	RM Shop
0069	Kito	EF2-020L	024196	2,000	B 164	RM Shop
0070	CM	Lodestar	2384LC	500	B 164	RM Shop
0071	ARO	7776CT	1537F66	1,000	B 164	RM Shop
0072	Kito	CF4125	143294	4,000	B 164	RM Shop
0073	CM	L	LCO48PE	2,000	B 361	Pumping Station
0074	CM	622	RB-D	2,000	B 117	Lift Station
0075	Shawbo x	30L01050516	99EO5895	2,000	B 117	Lift Station
0076	CM	646	CO44HG	4,000	B 164	RM Shop
0077	CM	646	SO742RD	4,000	B 164,	RM Shop
0078	Detroit	Gantry	80408	30,000	B 311, 86 ASU	EGS Building
0079	Kone	XL304M208LA445D O	162669	10,000	B 291, 86 ASU	Main Bldg

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0080	Giga	CH3	F57040400 4	4,000	B 291, 86 ASU	Main Bldg
0081	Kito	621	601234	15,000	B 291, 86 ASU	Main Bldg
0082	Richard Wilcox	C-10-6L	144C7149	2,000	B 174, 8 ACCS	8 ACCS
0083	Budgit	11689025	277540	1,000	B 174, 8 ACCS	8 ACCS
0084	Budgit	11699025	277541	1,000	B 174, 8 ACCS	8 ACCS
0085	Budgit	113455533	PH126119Z P	2,000	B 246,	Downstairs
0086	Budgit	113455533	PH126009Z P	2,000	B 246,	Upstairs
0087	CM	Lodestar 627	C026091	1,000	B 168	TBC
0088	Duff Norton	10158	WRPT 4014-38K	4,000	B 168	ATESS/AST D
0089	ARO	777CT	1540F66	2,000	B 157	TBC
0090	CM	622	622	2,000	B 117	33 Alert
0091	CM	622	622	2,000	B 157	Paint Bay
0092	CM	622	622	2,000	B 157	Paint Bay
0093	CM	622	622	2,000	B 157	Paint Bay
0094	CM	622	622	2,000	B 157	Paint Bay
0095	R & M	Space Master	TBC	6,000	B 503,	Hercules Training Facility
0096	CM	Cyclone 646	A749110	4,000	B 27	Central Heating Plant
0097	CM	Cyclone 646	SA750KY	2,000	B 27	Central Heating Plant
0098	R & M	Space Master	HHW12793	6,000	B 303	Greenhouse
0099	Kito	M3-214	SC032KR	2,000	B 34	426 Sqn, 60 Anson blvd
0100	CM	Cyclone 646	TBC	4,000	B 34	426 Sqn, 60 Anson blvd
0101	Yale	Shop King	NT0028	2,000	B 89	Pollution Control, 1 Voyageur
0102	Budgit	8259SR	5-96	3,000	B 89	Pollution

						Control, 1 Voyageur
0103	Vulcan	C	WH	3,000	B 89	Pollution Control, 1 Voyageur
0104	CM	637	C	1,500	B 89	Pollution Control, 1 Voyageur
0105	R & M	LM05100013MS16T 2	G0303686	2,000	B 362	Rec Plex, 21 Namao Dr
0106	R & M	LM05100013MS16T 2	G0303685	2,000	B 362	Rec Plex, 21 Namao Dr
0107	Flygt	Davit/ winch	TBC	660	WWTP	Tank
0108	Blue	Davit/ winch	TBC	1,000	WWTP	Shop
0109	Flygt	Davit/ winch	TBC	1,500	WWTP	Shop
0110	Flygt	Davit/ winch	TBC	1,500	WWTP	Shop
0111	Flygt	Davit/ winch	TBC	660	WWTP	Shop
0112	CM	622	LS	6,000	B 89	Pollution Control, 1 Voyageur
0117	R & M	SX	TBC	8,000	B 479	CJIRU
0118	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
0119	Thern	47711AC		1,000	B 348	Canopy Drying Room
0120	Thern	47711AC	409601144	1,000	B 348	Canopy Drying Room
0121	Thern	47711AC	409601143	1,000	B 348	Canopy Drying Room
0122	Thern	47711AC	409601145	1,000	B 348	Canopy Drying Room
0123	Thern	47711AC	409601148	1,000	B 348	Canopy Drying Room
0124	Thern	47711AC	409601147	1,000	B 348	Canopy Drying Room
0125	Thern	47711AC	409601146	1,000	B 348	Canopy Drying

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kin655
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						Room
0126	Thern	47711AC	40990566	1,000	B 348	Canopy Drying Room
0127	Thern	47711AC	40990563	2,000	B 348	Canopy Drying Room
0128	Thern	47711AC	40990568	2,000	B 348	Canopy Drying Room
0129	Thern	47711AC	40990588	2,000	B 348	Canopy Drying Room
0130	Thern	47711AC	409601142	1,000	B 348	Canopy Drying Room
0131	CM	Cyclone	C0101	6,000	B 49	90 Northstar, C- Span
0134	CM	Cyclone	TBC	1,000	B 522	7 Hanger
0135	Demag	DKUN10-1250KE10	61853132	2,750	B 522	7 Hanger
0136	Demag	DKUN10-1250KE10	61853133	2,750	B 522	7 Hanger
0137	Master Craft	Chain Hoist	TBC	1,000	10 Hgr	Room 156- Generator Test Bench
0138	TBC	LSSMR6	TBC	6,000	Auto Hobby Club	4 Chimo
0139	CM	622	TBC	6,000	Auto Hobby Club	4 Chimo
0140	CM	622	TBC	1,000	Auto Hobby Club	4 Chimo
0143	CM	Low Head	SHTA248KP	1,000	B 27	Heating plant
0149	Budgit	TBC	TBC	1,000	B 245	ASR
0150	Budgit	TBC	TBC	1,000	B 245	ASR
0151	Blue Giant	DE5/72X96	TBC	5,000	B 245	ASR
Coffing		EC4000	TBC	4,000	B 168	9 Alert
152	CM	Ser 637 puller		6,000	B 164	R&M Shop
153	Jet	L-90 hoist	62020	2,000	B 164	R&M Shop

Not assigned	Budgit	USA 50	12HU092	1,000	B 362, Rec Plex,	Lower Pump room
Not assigned	Vestil	AHA	TBC	TBC	B 154	Composite Shop
Not assigned	CTI Systems	Tele-platform	TBC	1,500	1 Hgr, B575	2 Bay
Not assigned	SGUR	Multiple Runway Overhead Travelling Crane	TBC	10,000	1 Hgr, B575	2 Bay
Not assigned	R&M, Division of KONE Crane	Manual Monorail Hoist	TBC	4,400	1 Hgr, B575	Metal Shop, Area 1039
Not assigned	R&M, Division of KONE Crane	Manual Monorail Hoist	TBC	4,400	1 Hgr, B575	Machine Bay, Area 1045
Not assigned	R&M, Division	Manual Monorail Hoist	TBC	4,400	1 Hgr, B575	Welding Area 1047
Not Assigned	Pro – Action	SP-3-60	TBC	2.5 tons	B587	Room 1005
Not Assigned	Pro- Action	TBC	P-128-5T	5 Tons	B 587	Room 1200

4. WORK INCLUDED

The work identified within this section includes the furnishing of all labour, materials, and equipment, including rental equipment; required to inspect, clean, test, make field adjustments within original equipment manufacturer (OEM) tolerances, and supply a written report on completion of the job. This report will show condition (serviceable / non-serviceable) the identified equipment was found in and the corrective actions taken. After each service visit, the inspection date, the next scheduled service date and the servicing technician name will be documented on a contractor supplied inspection sticker affixed to the equipment in a visible location, preferably on or in close proximity to the electrical disconnect.

a. Inspection and Servicing

- i. Inspections will be annually, initiated by the technical authority. Annual inspections shall include adjustment, minor repair, lubrication, confirmation of proper operation to hydraulic equipment and attachments including electric motors, electric wiring, control switches / pads and

control panel,

- ii. When and if required, the repair / replacement of faulty equipment and major parts must be authorized by the Technical Authority prior to additional work being initiated. The contractor will provide the Technical Authority with a quoted estimate of additional cost.

b. Service Calls

- i. Servicing shall be on an as / when required basis initiated by a request for quotation provided by the technical authority. The Contractor shall be able to provide 24 hour service response seven days per week. The Contractor shall advise the contract inspector of the telephone number service support can be initiated through.
- ii. The Contractor shall not refuse any call for service requested by the technical authority and shall be prepared to initiate the following:
 - (1) Emergency repair work within 2 hours; and
 - (2) Non – emergency service work within 8 hours. and
- iii. The Contractor shall complete all work to the satisfaction of the technical authority.
 - (1) Prior to commencement, all repair work will require an estimate / quotation identifying labour, material, and ancillary equipment costs as separate line items.
 - (2) With the issue of a call up (DND 942) approved by the technical authority, the contractor shall supply all labour, material and equipment required to carry out the identified repairs, Canada will not be responsible for the supply of material, tools or equipment.
 - (3) Maintenance, servicing and repair of equipment on an as and when required basis shall including all wiring and electrical / electronic components up to the electrical disconnect switch,

- (4) The Contractor shall maintain a complete record of each unit serviced annotating date of servicing, faults found and corrective action taken. Two copies of this report will be submitted to the Technical Authority at the completion of each maintenance visit; and
- (5) In all cases, prior to commencing work, the Contractor shall contact the Technical Authority or his delegated representative to confirm timings and equipment access.
- (6) All and any debris resulting from inspection or repair activity shall be removed from DND property utilizing contractor resources, use of DND waste bins is expressly forbidden.

5. Materials

- a. Materials and parts used shall be those specified by the original equipment manufacturer (OEM).
- b. If, in an urgency, the Contractor installs parts other than those specified, he shall replace them with OEM parts before claiming payment, but no claim for other than specified parts shall be made, and,
- c. All replaced parts and materials not under warranty, shall be provided at request of the technical authority upon completion of the Work.

6. Execution / Authorization

- i. The Contractor, on receipt of a DND 942 requesting work, shall be advised in writing, of the contract inspector who is authorized to request service, modification or amendments to authorized call ups against the agreement.
- ii. When service is required, the technical authority will notify the Contractor by telephone, facsimile or e-mail. It is imperative the contractor be able to communicate electronically and is able to open and respond to documentation utilizing Microsoft Office computer

programs including Outlook, Word, and Excel.

- iii. Two (2) copies of "Call-up Against a Standing Offer" DND 942 will be made out detailing the work submitted to the Contractor.
- iv. The serviceperson or representative must report to the technical authority. All work is subject to an on-site inspection before certification, and
- v. One copy of the completed requisition will be retained by the Contractor and one by the technical authority for accounting purposes.

7. TEMPORARY STRUCTURES

At no cost to Canada, the contractor will be responsible to furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, scissor lifts and boom trucks as may be required for the proper execution of the work identified within. If specialized equipment infrequently required to complete the tasks associated with this agreement is rented by the contractor, reimbursement shall be at cost only with no opportunity for profit. Applicable invoices for rental equipment must be submitted at time of invoicing for the issued call up. Such structures, erected by the Contractor, shall remain his property and will be removed by him from the site on completion of the work.

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File No. - N° du dossier
KIN-3-40049

Buyer ID - Id de l'acheteur
kin655
CCC No./N° CCC - FMS No./N° VME

Annex "A-2"

Statement of Work

DEPARTMENT OF NATIONAL DEFENCE

CANADIAN ARMED FORCES BASE TRENTON 8 WING TRENTON TRENTON, ONTARIO



SPECIFICATION

**INSPECT / SUPPLY / SERVICE / MAINTAIN
AND CERTIFY HYDRAULIC RAMPS, LIFTS AND LOADING DOCKS**

CFB TRENTON AND VARIOUS SATELLITE LOCATIONS

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

Inspect / Service / Maintain and Certify Hydraulic Ramps, Lifts, and Loading Docks

CFB Trenton and Satellite Locations

SECTION A

GENERAL SCOPE OF WORK

18. GENERAL DESCRIPTION

The work under this Standing Offer Agreement (SOA) comprises the furnishing of all labour, material and equipment required for the inspection, servicing, maintenance and calibration of hydraulic vehicle hoists, electrically operated loading docks, fixed hydraulic scissor lifts, build up scale platforms of various sizes, manufacture and model at 8 Wing CFB Trenton, Trenton ON. Satellite sites located at Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place, and Point Petre may be included. Work will be initiated on an as and when required basis.

19. SITE ACCESS

The movement of men, material, and equipment within the Wing and buildings shall be subject to the approval of the Wing Construction Engineering Officer (WCEO) or his representative hereafter referred to as the Technical Authority (TA).

20. STANDARDS

- a. Throughout the various sections and subsections of this specification reference is made to domestic, national, and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the

specification as if they were reproduced herein. The Contractor shall therefore be fully familiar with their contents and requirements. The latest edition of all standards shall be applicable unless a specifically dated edition is mentioned,

- i. Canadian Standards Association (CSA)
 - ii. Canada Labour Code (CLC)
 - iii. Canadian General Standards Board (CGSB)
 - iv. Ontario Health and Safety Act (OHSA)
 - v. Workers Compensation Act (WCA)
 - vi. ISO/IEC 17025:2005
- b. All work to be completed by a competently trained person having courses in inspecting maintaining and certifying equipment described within this specification including but not limited to the following;
- i. Blue Giant Scissor Lifts,
 - ii. Atlantic Kelley Dock Leveller
 - iii. Pentalift
 - iv. Olympic
 - v. Ford Smith
 - vi. Matthews Build Up Scale Platforms

21. CERTIFICATIONS

All of the service provider's personnel performing work on-site must have the appropriate trade, licenses, and certifications to perform the work specified on the call-up document. This includes but is not limited to,

- i. Possess an Ontario or Inter-Provincial License as a Millwright or Industrial Mechanic,
- ii. Standard First Aid Certification
- iii. Rescuer CPR Certification
- iv. Confined Space Certification

22. REFERENCE TO TRADE NAMES

When trade names are used in this specification they are not necessarily restrictive unless specifically noted. The acceptability of materials other than those specified shall be determined by the Technical Authority.

23. ACCEPTABILITY OF MATERIAL

- a. The acceptance of materials other than those specified shall be determined by the Construction Engineering Officer or representative in advance of the use by the contractor,
- b. Request for acceptance of non-specified materials shall be submitted in writing to:

8 Wing Construction Engineering
14 Alert Blvd
PO Box 1000 Station Forces
Astra ON
K0K 3W0
Attention – Contracts Officer

The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.

24. SCHEDULE OF WORK

- a. The Contractor shall arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. The Contractor shall work in cooperation with other trades on the job, should this condition present itself,
- c. Work on job site shall be carried out between the hours of 0700 and 1530, Monday to Friday, unless authorized otherwise by the Technical Authority.

25. USE OF PREMISES

At the discretion of the contract inspector (Technical Authority) at CFB Trenton, the contractor may be permitted to store some of its apparatus, materials, etc., at or near the job site. In the absence of permission from the Engineer to store equipment, the contractor shall be responsible for the provision of storage facilities which may be required for the storage of its equipment and materials. At all times, the contractor shall confine its equipment, storage of materials and operations of its employees to limits indicated by law, ordinances or the direction of the Engineer, and shall not unreasonably encumber the site.

26. SITE VISIT

Upon award of the contract and prior to commencing any work, the Contractor must report to the "Technical Authority" in this specification. This initial post award visit will serve to permit the contractor to acquaint himself with all conditions that may affect his work prior to visiting the work site.

27. SUPPLY AND/OR INSTALLATION

Unless the word "only" suffixes "supply" or "install" or other variations of these words according to the section wherein they are used, it is the express intent of this contract that "supply and install" is implied. This will not apply to work supplied by one section and installed by another.

28. RESPONSIBILITY

- c. The responsibility for the requirement and work included in these documents including any portion of the work to be performed by a sub-contractor, rests solely with the contractor and,
- d. The responsibility for measurements and quantities rests solely with the Contractor.

29. DAMAGE TO EXISTING FACILITIES

The Contractor shall take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be made good without undue delay and at no expense to Canada.

30. PLANS AND SPECIFICATIONS

The Contractor shall endeavour to have, at all times, a complete, up to date set of specifications or "shop manual" for the equipment being attended too.

31. CLEAN UP

The Contractor shall affect a daily clean up of the debris resulting from his work, and all hazardous impediments shall be removed from the site at the end of each days work, subject to the satisfaction of the Technical Authority.

All debris must be removed from DND property utilizing off site contractor resources.

32. SAFETY AND SECURITY

- a. All work completed will be in compliance with,
 - i. construction safety measures of National Building Code Part 8,
 - ii. Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects,
 - iii. Worker's Compensation Act including Regulation 950 and 951,
 - iv. C-02-040-009/AG-000 DND General Safety Standards,
 - v. CFB Trenton Construction Engineering Orders to Provincial Contractors Working on DND Property and
 - vi. Municipal authority provided that in any case of conflict or discrepancy, the more stringent shall apply.
- b. 8 Wing, Construction Engineering, CFB Trenton Orders to Provincial Contractors working on DND Property shall be issued to the Contractor by the Construction Engineering Contract Officer, as applicable, at the first pre-commencement meeting, post award.

33. FORSEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. 2010 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 2010.
- b. Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 2010, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act. Small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement,
- c. Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated

substances survey when applicable. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all" format. Each situation must be tailored specifically in writing to the project at hand.

- d. Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- e. Canada's due diligence will be exercised by the Technical Authority by verifying that the service provider:
 - i. Has an established and current safety program in force for all employees under contract for this requirement;
 - ii. Has complied with all applicable WSIB legislation;
 - iii. Has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
 - iv. Is providing their own supervision for safety aspects of the project.
 - v. Is performing the work in a safe manor using correct protective equipment supplied by the Contractor.
- f. If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
 - i. The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
 - ii. If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.

- iii. Canada may require that the service provider replace personnel if those personnel are repeatedly performing unsafe work.

- g. Common Medium to High Risk Hazards - these are not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:
 - i. Excavation - Extreme care and planning for all excavations (manual and machine) before commencing. Any required dig permits will be the responsibility of the contractor,

 - ii. Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed when not only working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.

 - iii. Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).

 - iv. Working in confined space - Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.

 - v. Hot work - Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure

and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.

- vi. Workings with chemicals - Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.
- vii. Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic encountering service provider's employees.
- viii. Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.
- ix. Other – at the time of work, if there is other, and there are many known hazards, the Project authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

34. APPLICATION FOR VARIANCE

- a. Contractors and Subcontractor may request a variance, in unusual circumstances, whenever regulations are considered contributory

rather than preventive in nature to achieving the aims of our safety program. The decision to approve/deny the variance will be made by the General Safety Officer and shall be considered binding.

- b. Variances to local CFB Trenton safety regulations can only be approved or disapproved whenever the CFB Trenton regulations are deemed more stringent than the minimum requirements.

**DEPARTMENT OF NATIONAL DEFENCE
SPECIFICATION**

SECTION B

**Inspect / Service / Maintain and Certify Hydraulic Ramps, Lifts,
and Loading Docks**

CFB Trenton and Satellite Locations

8. GENERAL

Section "A" of this specification and all additional documents listed in the Standing Offer Agreement (SOA) shall apply to and govern all phases of the work herein after specified and / or indicated.

9. SITE OF WORK

a. General

The identified equipment is located at CFB Trenton proper but future installations may include the following areas,

- vi. Belleville Armouries,
- vii. Peterborough Armouries,
- viii. Detachment Mountain View,
- ix. Point Petre Transmitter Site, and
- x. Carrying Place Receiver Site.

NOTE – at the time this specification was developed, all identified equipment is located at CFB Trenton only.

10. EQUIPMENT LOCATION

CFB Trenton - Hydraulic Hoist Inventory

Building	Make	Model	Serial #	Capacity	TAG #
Bldg 38 (Officers Mess)	Blue Giant Scissor Lift	SEDRHU33-208	9450303	5000 Lbs	21
Bldg 66 (1 Hgr)	Matthews Build Up Scale Platform	No Details	No Details	10,000 Lbs	13
Bldg 66 (1 Hgr)	Matthews Build Up Scale Platform	No Details	No Details	10,000 Lbs	14
Bldg 66 (1 Hgr)	Matthews Build Up Scale Platform	No Details	No Details	10,000 Lbs	15
Bldg 66 (1 Hgr)	Matthews Build Up Scale Platform	No Details	No Details	10,000 Lbs	16
Bldg 66 (1 Hgr)	Olympic	No Details	No Details	35,000 Lbs	17
Bldg 66 (1 Hgr)	Matthews Build Up Scale Platform	No Details	No Details	10,000 Lbs	18
Bldg 66 (1 Hgr)	Matthews Build Up Scale Platform	No Details	No Details	10,000 Lbs	19
Bldg 66 (1 Hgr)	Pentalift	HD7835	360100132	10,000 Lbs	08a
Bldg 66 (1 Hgr)	Pentalift	HD7835	360100134	10,000 Lbs	09a
Bldg 66 (1 Hgr)	Pentalift	HD7835	360100133	10,000 Lbs	10a
Bldg 66 (1 Hgr)	Pentalift	HD7835	360100131	10,000 Lbs	11a
Bldg 66 (1 Hgr)	Pentalift	HD7835	360100130	10,000 Lbs	12
Bldg 120 (Yukon Galley)	Atlantic Kelley	C- Series	Unknown	Unknown	25
Bldg 120 (Yukon Galley)	Blue Giant Scissor Lift	FSC2 45X77	03-50507	2,000Lbs	26
Bldg 120 (Yukon Galley)	Atlantic Kelley	C- Series	Unknown	Unknown	27
Bldg 120 (Yukon Galley)	Cannot be confirmed - reefer blocking access				28
Bldg 162 - (Wing Supply)	Blue Giant	ED2096X144	301 356-01	20,000 Lbs	2a
Bldg 162 - (Wing Supply)	Pentalift	H06635	3600 960 221	35,000 Lbs	3

Bldg 163 (SUPPLY)	Pentalift	h06635	3600960222	35,000 Lbs	1
Bldg 163 (Auto Hobby Club)	Ford Smith	AFO-7	S-71038	7,000 Lbs	142
Bldg 163 (Auto Hobby Club)	Challenger	E 10	070800000035276	10,000 Lbs	141
Bldg 163 (Auto Hobby Club)	Unknown	LSSMRG	Bodyhoist	6,000 Lbs	138
Bldg 242 (POL Compound)	Blue Giant Scissor Lift	MED8/84TX120	8850720	6,400 Lbs	30
Bldg 243 (Ammo Comp - 100 Arrow Rd.)	Blue Giant	A688M-30	07-44-585	30,000 Lbs	32
B245 - (ASR Tower)	Blue Giant	ED5 / 72 / X96	285619-01	5,000 Lbs	151
Bldg 348 (Postal Unit)	Serco	10901	A-9711	6,000 Lbs	20
Bldg 451 - 50 Yukon (Hospital)	Blue Giant	HC6008-25	04-04270	25,000 Lbs	29
Bldg 479 - (CJIRU)	PKS Lifts	PK 12B	21259	12,000 lb	115
Bldg 479 - (CJIRU)	PKS Lifts	PK 30-4-25	21260	30,000 Lbs	116
Bldg 479 - (CJIRU)	Pentalift	HD6825	360070438	25,000 Lbs	118
Bldg 479 - (CJIRU)	PKS Lifts	PK30-4-33	22348	30,000 Lbs	154
Bldg 579 - Transient Explosive Storage	Nordock	9H7840	10807	40,000 Lbs	33

11. WORK INCLUDED

The work of this section comprises the furnishing of all labour, materials, and equipment, including rental equipment; required to inspect, clean, test, make field adjustments within original equipment manufacturer (OEM) tolerances, and supply a written report on completion of the job. This report will show condition (serviceable / non-serviceable) the identified equipment was found in and the corrective actions taken. After each service visit, the inspection date, the next scheduled service date and the servicing technician will be documented on an inspection sticker affixed to the equipment in a visible location.

c. Inspection and Servicing

- i. Inspections will be arranged semi - annually, initiated by the technical authority. Semi-annual inspections shall include adjustment, minor repair, lubrication,

confirmation of proper operation to hydraulic equipment and attachments including electric motors, electric wiring, control switches / pads and control panel,

- ii. When and if required, the repair / replacement of faulty equipment and major parts must be authorized by the Technical Authority prior to additional work being initiated. The contractor will provide the Technical Authority with an estimate of additional cost. If the Contractor cannot put on components recommended by Manufacturer, then a temporary replacement part can be used but must be replaced as soon as possible with recommended item as directed by the equipment manufacturer.

a. Service Calls

- i. Servicing will be on an as / when required basis initiated by a request for quotation provided by the technical authority. The Contractor shall provide 24 hour service seven days per week. Monday to Friday except holidays, regular hours are from 07:00 a.m. to 3:30 p.m.
- ii. The Contractor shall advise the contract inspector of the telephone number service support can be initiated through.
- iii. The Contractor shall not refuse any call for service requested by the technical authority and shall initiate:
 - (1) Emergency repair work within 2 hours; and
 - (2) Non – emergency service work within 8 hours. and
- iv. The Contractor shall complete all work to the satisfaction of the technical authority.
 - (1) All repair work prior to commencement, will require an estimate / quotation identifying labour, material, and ancillary equipment costs as separate line items.
 - (2) With the issue of a call up (DND 942) approved by the technical authority, the contractor shall supply all labour, material and equipment required to

carry out the identified repairs,

- (3) maintenance, servicing and repair of equipment on an as and when required basis shall including all wiring and electrical / electronic components up to the electrical disconnect switch,
- (4) The Contractor shall maintain a complete record of each unit serviced annotating date of servicing, faults found and corrective action taken. Two copies of this report will be submitted to the Technical Authority at the completion of each maintenance visit; and
- (5) In all cases, prior to commencing work, the Contractor shall contact the Technical Authority or his delegated representative to confirm timings and equipment access.
- (6) All and any debris resulting from inspection or repair activity shall be removed from DND property utilizing contractor resources, use of DND waste bins is expressly forbidden.

12. Materials

- d. Materials and parts used shall be those specified by the original equipment manufacturer (OEM).
- e. If, in an urgency, the Contractor installs parts other than those specified, he shall replace them with OEM parts before claiming payment, but no claim for other than specified parts shall be made, and,
- f. All replaced parts and materials not under warranty, shall be provided at request of the technical authority upon completion of the Work.

13. Execution / Authorization

- vi. The Contractor, on receipt of a DND 942 requesting work, shall be advised in writing, of the contract inspector who is authorized to request service.
- vii. When service is required, the technical authority will notify the Contractor by telephone, facsimile or e-mail. It

is imperative the contractor be able to communicate electronically and is able to open and respond to documentation utilizing Microsoft Office computer programs including Outlook, Word, and Excel.

- viii. Two (2) copies of "Call-up Against a Standing Offer" DND 942 will be made out detailing the work submitted to the Contractor.
- ix. The serviceperson or representative must report to the technical authority. All work is subject to an on-site inspection before certification, and
- x. One copy of the completed requisition will be retained by the Contractor and one by the technical authority for accounting purposes.

14. TEMPORARY STRUCTURES

At no cost to Canada, the contractor will be responsible to furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, scissor lifts and boom trucks as may be required for the proper execution of the work identified within. If such equipment is rented by the contractor reimbursement shall be at cost only with no opportunity for profit. Applicable invoices for rental equipment must be submitted at time of invoicing for the issued call up. Such structures, erected by the Contractor, shall remain his property and will be removed by him from the site on completion of the work.

Annex B-1

Basis of Payment

(See Form at end of document)

INSPECT / SERVICE / MAINTAIN AND CERTIFY ELECTRICALLY AND CHAIN OPERATED OVERHEAD CRANES AND HOISTS

BASIS OF PAYMENT DEFINITIONS

The contractor must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST/HST shall not be included in pricing and shall be shown as a separate item on invoices.

Annual Inspections

Furnishing of all labour, materials, test equipment required to inspect, clean, test, and make field adjustments within manufacturer's specifications on one occasion per year. For each inspection a written report shall be submitted identifying the condition of the inspected equipment and the corrective action taken. After each inspection, the inspection date, the next scheduled service date and identification of the service technician shall be documented on an inspection sticker affixed to the scale in a visible location.

Service Call Pricing

An all-inclusive pricing which includes all travelling expenses, movement of equipment, profit, overhead, direct labour, tools and equipment required to and from the work site plus one hour of on site productive labour. Service call pricing will not be applied if the service representative is already on DND property at CFB Trenton or the applicable satellite location. It shall be charged only once per call up for a maximum of one contractor employed person.

Urgent Service Call pricing is for the same service as Service Call pricing except the contractors on-site response must be within 2 hours of receiving the call up.

The Labour pricing is an all-inclusive price for each person responding to a request for service and it includes but is not limited to profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each contractor employed person.

Regular Hours are 7:30 a.m. to 3:30 p.m. Monday to Friday excluding Statutory Holidays.

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File No. - N° du dossier
KIN-3-40049

Buyer ID - Id de l'acheteur
kin655
CCC No./N° CCC - FMS No./N° VME

Parts and material that is not free issue will be supplied by Contractor at the laid down price plus a mark-up. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra

Disbursements: Such as unforeseen work that requires less than \$1,000.00 of subcontracting, or the use and provision of rental tools or equipment not normally included in this type of work, must be PRE-APPROVED in writing by the Project authority and charged at cost with no allowance for overheads or profit. Copies of invoices must be provided to the Project authority.

Pricing Periods for this requirement shall be:

Year 1 is from issuance to 31 December, 2014

Year 2 is from 1 January, 2015 to 31 December, 2015

Year 3 (Optional) 01 January 2016 – 31 December 2016

Annex "B-2"

Basis of Payment

(See Form at end of document)

INSPECT / SUPPLY / SERVICE / MAINTAIN AND CERTIFY HYDRAULIC RAMPS, LIFTS AND LOADING DOCKS -

BASIS OF PAYMENT DEFINITIONS

The contractor must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST/HST shall not be included in pricing and shall be shown as a separate item on invoices.

Semi-Annual Inspections

Furnishing of all labour, materials, test equipment required to inspect, clean, test, and make field adjustments within manufacturer's specifications on two occasions per year. For each inspection a written report shall be submitted identifying the condition of the inspected equipment and the corrective action taken. After each inspection, the inspection date, the next scheduled service date and identification of the service technician shall be documented on an inspection sticker affixed to the scale in a visible location.

Service Call Pricing

An all-inclusive pricing which includes all travelling expenses, movement of equipment, profit, overhead, direct labour, tools and equipment required to and from the work site plus one hour of on site productive labour. Service call pricing will not be applied if the service representative is already on DND property at CFB Trenton or the applicable satellite location. It shall be charged only once per call up for a maximum of one contractor employed person.

Urgent Service Call pricing is for the same service as Service Call pricing except the contractors on-site response must be within 2 hours of receiving the call up.

The Labour pricing is an all-inclusive price for each person responding to a request for service and it includes but is not limited to profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each contractor employed person.

Regular Hours are 7:30 a.m. to 3:30 p.m. Monday to Friday excluding Statutory Holidays.

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Parts and material that is not free issue will be supplied by Contractor at the laid down price plus a mark-up. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra

Disbursements: Such as unforeseen work that requires less than \$1,000.00 of subcontracting, or the use and provision of rental tools or equipment not normally included in this type of work, must be PRE-APPROVED in writing by the Project authority and charged at cost with no allowance for overheads or profit. Copies of invoices must be provided to the Project authority.

Pricing Periods for this requirement shall be:

Year 1 is from issuance to 31 December, 2014

Year 2 is from 1 January, 2015 to 31 December, 2015

Year 3 (Optional) 01 January 2016 – 31 December 2016

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ANNEX C

Security Requirements

ANNEX D

INSURANCE REQUIREMENTS

A. Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
 - j. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.

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- k. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents

B. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - (a) Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
 - (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.

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Annex "E"

STANDING OFFER REPORTING FORM

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)