

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Radome Maintenance	
<b>Solicitation No. - N° de l'invitation</b> K3D33-121411/A	<b>Date</b> 2014-01-09
<b>Client Reference No. - N° de référence du client</b> K3D33-121411	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-015-6487	
<b>File No. - N° de dossier</b> TOR-3-36010 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-19</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abela, Aaron	<b>Buyer Id - Id de l'acheteur</b> tor015
<b>Telephone No. - N° de téléphone</b> (905) 615-2061 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 4905 DUFFERIN STREET DOWNSVIEW Ontario M3H5T4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

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Solicitation No. - N° de l'invitation

K3D33-121411/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor015

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

K3D33-121411

File No. - N° du dossier

TOR-3-36010

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

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

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

Part 5 Certifications: includes the certifications to be provided; and

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Basis of Payment, Insurance Requirements, Task Authorization Form, Supplier Facility Departure Point Form, Federal Contractors program for Employment Equity, Evaluation Criteria and Financial Evaluation.

### **2. Summary**

The Meteorological Service of Canada (MSC), a division of Environment Canada requires a Contractor to perform regularly scheduled inspections at 28 Doppler Weather Radar sites across Canada, which MSC is the custodian. The MSC requires these radomes to undergo a routine inspection and maintenance approximately every three (3) years. Approximately ten (10) sites per year are to be serviced. MSC also requires the contractor to perform minor and major unscheduled repairs on an as and when requested basis.

This Task Authorization Contract will be for a period of four (4) years from Date of Contract Award. There will be an option to extend the contract for two (2) additional one (1) year periods.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or lump sum payment must provide the required information as detailed in article 3 or Part 2 of the bid solicitation.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

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. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

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

### 2. Submission of Bids

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

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

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 (hard copy)

Section III: Certifications (2 hard copies)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

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

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

See Annex "G" - Evaluation Criteria

##### **1.1.2 Point Rated Technical Criteria**

See Annex "G" - Evaluation Criteria

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

- (a) The Bidder must complete and submit with its bid Annex "B", Basis of Payment - in Canadian funds.
- (b) Pricing must be provided for all line items of firm and optional requirements. Should the bidder fail to provide a price for every line item, the bidder will be deemed non-responsive.

1.2.2 Bids will be evaluated based on the prices detailed in Annex "B".



1.2.3 The price used in the evaluation will be the Complete Evaluated Price, which is calculated as follows:

The Total Evaluated Price is the sum of the Extended Prices of all line items listed under Sections (A+B+C+D)

- (i) The Extended Price of each line item is the Estimated Quantity or Estimated Hours multiplied by the proposed Unit Cost.
- (ii) The Complete Evaluated Price is the sum of the Total Evaluated Price for all four (4) Contract Periods and both Option periods.

## 1.2.4 Evaluation of Price

A0220T (2013-04-25), Evaluation of Price

## 2. Basis of Selection

### 2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

- a. Comply with all the requirements of the bid solicitation; and
- b. Meet all mandatory criteria; and
- c. Obtain the required minimum points specified for each section of the technical evaluation criteria which are subject to point rating as follows:

Section A: (60%) or 390 points

Section B: (50%) or 175 points

Section C: (50%) or 162.5 points

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.00

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

Bidder	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

**PART 5 - CERTIFICATIONS**

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

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

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

**1. Mandatory Certifications Required Precedent to Contract Award****1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

**1.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **2.1 Status and Availability of Resources**

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

### **2.2 Education and Experience**

SACC Manual Clause 3010T (2010-08-16) Education and Experience

### **2.3 Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board. The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

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

#### **1.1 Task Authorization**

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

##### **1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "D".

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority or MSC representative designated by the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority or MSC representative designated by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$200,000.00 Applicable taxes included, inclusive of any revisions.

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

#### **1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

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

"Minimum Contract Value" means \$30,000.00.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: (TBA at time of Contract Award)

2nd quarter: (TBA at time of Contract Award)

3rd quarter: (TBA at time of Contract Award)

4th quarter: (TBA at time of Contract Award)

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

#### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i) the authorized task number or task revision number(s);
- ii) a title or a brief description of each authorized task;
- iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- iv) the total amount, GST or HST extra, expended to date against each authorized task.
- v) the start date and completion date for each authorized Task; and
- vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- i) the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii) the total amount, exclusive of Applicable Taxes, expended to date against all authorized TA's.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Services (Higher Complexity) apply to and form part of the Contract.

### **3. Security Requirement**

There is no security requirement applicable to this Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The Contract Period is from date of Contract Award to four (4) years from date of contract award.

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the Contract expiry date. The option may only be exercised by the Contracting Authority by notice in writing, and will be evidenced, for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Aaron Abela  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Drive, Suite 480C, Mississauga, Ontario. L5B 2N5  
Telephone: 905-615-2061  
Facsimile: 905-615-2060  
E-mail address: aaron.abela@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### **5.2 Project Authority**

The Project Authority for the Contract is:  
(TBA at Contract Award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_

Facsimile: \_\_\_\_

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

(TBA at Contract Award)

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

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_

Facsimile: \_\_\_\_

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

## 6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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. Payment

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.3 Multiple Payment

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

#### **7.4 SACC Manual Clauses**

A9116C (2007-11-30) T1204-Information Reporting by Contractor

#### **7.5 Time Verification**

SACC Manual clause C0711C (2008-05-12) Time Verification

### **8. Invoicing Instructions**

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

Each invoice must be supported by:

- a) A copy of time sheets to support time claimed, if applicable;
- b) A financial breakdown of each trip; and
- c) A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **9. Certifications**

#### **9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the



Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## 11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27) - Services (Higher Complexity);
- (c) Annex A, Statement of Work;
- (d) Appendix A-1 - Radome Inspection and Maintenance Tasks
- (e) Appendix A-2 - Summary Locations of Radome Sites
- (f) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements;
- (h) Annex D, Supplier Facility Departure Point Form;
- (i) Annex E, Federal Contractors Program for Employment Equity - Certification
- (j) the signed Task Authorizations (including all of its annexes, if any)
- (k) the Contractor's bid dated \_\_\_\_\_

## 12. Insurance

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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File No. - N° du dossier

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### **13. SACC Manual Clauses**

A9065C (2006-06-16) Identification Badge

A0285C (2007-05-25) Workers Compensation

A9068C (2010-01-11) Government Site Regulations

## **ANNEX "A"**

### **Statement of Work**

#### **1. Introduction**

The Meteorological Service of Canada (MSC) owns and operates 28 Doppler Weather Radar sites across Canada (location and descriptions in Appendix A-2). The location of these sites is generally rural, but some are quite isolated. The MSC requires that the Radome at each site used to protect meteorological equipment must undergo a routine inspection and maintenance approximately every three years as detailed below.

Failure of the Radome structure through physical damage or loss of weather seal can lead to radar and ancillary equipment failures inside the Radome and has the potential to seriously degrade the radar sensitivity. Other Occupational Health and Safety (OHS) concerns, such as water or ice on the floor inside the dome, can result from the issues noted above. Furthermore, high humidity may also be absorbed into the majority if not all the Radome panels through osmosis processes, causing increased radar signal attenuations which will adversely affect the quality of the data.

The Radomes are "sandwich" type and are of two sizes: 5.5 meters and 9 meters. The original manufacturers were TICON 18S 15H and ESSCO.L30-87-1. These Radomes were installed between 1998 and 2004. All sites except one are unmanned, so scheduling of visits must be done ahead of time with the appropriate MSC technical staff.

The radomes are mounted on towers varying in height from 12 to 28 meters with the majority of towers being less than 20 meters in height.

#### **2. Objective**

The Contractor will be responsible for providing services to maintain the Radomes in an operational state by:

- 1) Performing regularly scheduled inspections at each site to identify both actual and potential problems.
- 2) Taking immediate corrective actions to correct any problems that may lead to further degradation of the Radome structure.
- 3) Providing a report, within four (4) weeks after completion of a site visit, of all findings and actions taken to resolve problems during each site visit.
- 4) For potential or real problems that cannot be addressed during the inspection visit, provide a quote and work-plan to undertake "major" repairs to the Radome structure.
- 5) Complete "major" repairs once the tasks required are authorized by the Project Authority.

#### **3. Scope**

The Contractor will administer the following:

3.1 Communications to coordinate all work and documentation required in deliverables list.(see Appendix A-2, Summary of Locations of RADAR sites)

3.2 Provide staff, with training in appropriate skills for each task, to perform all approved tasks.

3.3 In coordination with the Project Authority (PA), procure all equipment, parts and supplies required to complete all tasks.

3.4 Complete all repairs to ensure integrity of the Radome structure (both minor and major repairs).

3.5 Provide reports in English on any results of inspections and work needed or completed.

#### **4. Applicable Documents**

All work must be completed in accordance with:

4.1 Radome Manufacturers specifications and maintenance recommendations listed in Appendix A-1.

4.2 Canada Labour Code Part II.

#### **5. Radome Maintenance - General Requirements**

The Contractor must perform the following services for regular scheduled visits:

5.1 All sites except one are unmanned; therefore the scheduling of visits must be done ahead of time with the appropriate MSC technical staff.

5.2 The Contractor must obtain, review and complete the most current manufacturer recommended routine maintenance activities applicable to the Radome manufacturer, type and model being serviced at each particular site. Appendix A-1 documents manufacturer examples of typical routine maintenance activities for the two suppliers of MSC radomes.

5.3 Radome manufacturers specify that panel to panel fastener bolts should not rotate when subjected to a specified tightening torque. The Contractor must utilize the manufacturer specified tightening torque for the particular Radome manufacturer, model and size being serviced when completing panel to panel tightness testing.

5.4 Any new or altered maintenance requirements discovered by the contractor must be raised to the PA for discussion and possible inclusion in the existing contract, through normal contract amendment processes, as required.

5.5 Annually, the Contractor must provide a draft schedule and work plan which he/she will coordinate with the PA to negotiate the 12 month work plans and schedules; this will occur during the winter months each year.

5.6 The Contractor must coordinate with the PA for delivery and acceptance of reports, invoices, etc. throughout the year.

5.7 The Contractor must coordinate with MSC regional staff to make final arrangements for site visits at mutually agreed upon dates and times, to ensure regional oversight of work, as per general schedule developed in 12 month work plans above.

5.8 The Contractor must coordinate any changes (scheduling, staff changes, etc) requested for pre-arranged work, with the PA as needed.

5.9 The Contractor must make all arrangements for contractors' employees to travel to and from each site.

5.10 The Contractor must make arrangements for any equipment required to complete work, as agreed upon with the PA. (i.e. cranes, heavy equipment, etc.)

5.11 The Contractor must complete Inspections of the Radome structures for each site in the 12 month plan. Refer to Appendix A-1 Radome Inspection and Maintenance Tasks for detailed task list of "Inspection" and Appendix A-2 Summary RADAR Locations.

5.12. Each Radome structure must be inspected at least once every 3 years.

5.13 The Contractor must correct any problems of a 'minor' or 'typical' nature during each Inspection visit as part of the maintenance service for Interior Inspection and Exterior Inspection identified under Sections 1 and 2 of Appendix A-1 Radome Inspection and Maintenance Tasks.

5.14 The Contractor must procure, deliver and install any parts or supplies required for minor repairs.

5.15 The Contractor must provide reports in English detailing any findings, work undertaken and "major" work still required for each site visited.

The contractor must perform the following Radome Maintenance tasks on an "as and when requested" basis when required by the Project Authority (PA):

5.16 Upon discovery of an issue that cannot be corrected at a scheduled site visit the Contractor must coordinate and plan any subsequent visits to undertake "minor" or "major" repairs that are required between regularly scheduled visits (i.e. <= 3 years) as agreed upon by the PA.

5.17 The Contractor must procure, deliver and install any parts or supplies required for major repairs as agreed upon by PA.

5.18 The Contractor must provide reports in English detailing any findings and work undertaken during "major" repairs.

## **6. Standards**

6.1 Throughout the various sections of the Statement of Work, reference is made to manufacturer recommended routine maintenance activities. These standards must be considered an integral part thereof and must be read in conjunction with the specifications as if they were reproduced herein. The Contractor must, therefore, be fully familiar with the contents and requirements. The latest editions will be applicable unless a specifically dated edition is mentioned.

6.2 When reference is made to certain drawings, catalogues, or similar related data published by manufacturer or equipment suppliers, the Contractor is to be solely responsible for obtaining these from the described sources.

## **7. Rubbish and Waste Materials**

7.1 The Contractor must make appropriate arrangements for the removal of any parts or supplies as required, from the site.

7.2 The Contractor must clean the stairs and landings of the Radar Towers.

7.3 The Contractor must clean the underside of the base deck of the Radar Towers.

## **8. Materials**

8.1 Materials and parts used must be those specified as acceptable by the manufacturer of the equipment.

8.2 If, in an emergency, the Contractor installs parts other than those specified, the Contractor must replace them with specified parts before claiming payment. No claim for other than specified parts can be made.

## **9. Authorization of Work**

9.1 The contractor must schedule the inspections for the coming season for the Radome Sites mentioned under Appendix "A-2" in consultation and coordination with the National Radar Program, Project Authority. The scheduling stage must be completed and finalized before the end of March for each year of the contract and option years, if applicable.

9.2 For every task authorization, the PA or the approved representative will provide the Contractor with a scope of work and advise which of the Radome Site locations the work is to be performed. Prior to the commencement of work, a cost estimate must be submitted by the Contractor to the PA. The contractor must provide a firm quote on a per Radome Site basis in accordance with the Basis of Payment detailed in Annex "B" of the contract.

The estimate must be broken down showing Radome Inspection and Maintenance Cost, material, rental equipment, labour costs, including Special Work Orders, if applicable, and estimate for travel and accommodations.

Work cannot proceed until approval is granted by the PA or the approved representative to proceed with the inspection or repair or purchase of parts.

9.3 Any cost overrun above and beyond to the originally approved task authorization dollar amount, must be re-submitted by the Contractor to the PA or approved MSC representative for re-approval prior to proceeding with any additional work or incurring any additional cost.

9.4 The PA reserves the right to reject any estimates that are found unreasonable.

9.5 MSC may monitor and inspect the work, for quality control and Statement of Work compliance. Deficiencies must be corrected at no additional cost to EC.

9.6 Any claim for standby time must be authorized by the Project Authority or approved MSC representative.

## **10. Reporting**

10.1 Upon the Contractor's arrival at a Radome Site location to be inspected and serviced, where inclement weather is encountered, the Contractor must contact the PA or approved MSC representative by e-mail or telephone to determine if the Contractor is to remain on-site or depart. If there is risk of the scheduled repair not being completed for any other reason, the contractor must notify the PA or approved MSC representative as soon as a delay is anticipated and provide a recommendation for remedial action.

Representatives of Environment Canada:

Primary Contact Name

Project Authority: (TBA at Contract Award)

Telephone Number: (TBA at Contract Award)

E-Mail: (TBA at Contract Award)

Approved MSC Representative: (TBA at Contract Award)

Telephone Number: (TBA at Contract Award)

E-Mail: (TBA at Contract Award)

10.2 The Contractor must be responsible for providing on-site supervision of its personnel and be responsible for their safety and work performed. The Contractor must provide to the PA or approved MSC representative, the name, e-mail address and telephone number of the Contractor's on-site supervisor who must have full authority to act on behalf of the Contractor in connection with any matter relating to the maintenance services.

## **11. Work Report**

11.1 On completion of each inspection, repair and maintenance trip the Contractor will, within 4 weeks of work completion of the trip, submit to the PA a typed report in English broken down by Radom site serviced. The report must include a summary of the maintenance carried out including:

a) Detailed accounting breakdown of costs, including rental equipment costs and copies of receipts where appropriate;

b) Summary of findings regarding Radom condition, including details and (electronic) photographs regarding any problems found, and recommended future actions;

c) Details and (electronic) photographs of work performed (including testing), signed off by MSC representative on site; and, recommendations for next inspection, including timing and likely activities;

d) Details of minor and major unscheduled repairs deemed necessary by the contractor. The contractor must provide a quote with price support for the additional repairs required.

## 12. Damage to Existing Facilities

12.1 The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused by the Contractor must be made good, to the original conditions, without undue delay or any additional cost to EC.

12.2 Equipment damaged or lost while in the Contractor's possession must be repaired or replaced at the Contractor's expense without undue delay.

## 13. Safety Standards

The Contractor's personnel must follow applicable safe work procedures and use a suitable fall arrest system to ensure safety when performing all tasks. Personnel must abide by the safety standards applicable to their business as required by the National, Provincial, Territorial and Municipal rules, regulations and standards. This includes the Canada Labour Code statutes and rules of the Province or Territory applicable to each work site and the Occupational Health and Safety Act.

### 14. Health and Safety Requirements

a) Because the work requires the maintenance of the RADOME and its associated parts outdoors and at heights up to 30M above ground during a variety of weather conditions and during non-regular hours of work, the Contractor is responsible for ensuring the safety of its personnel involved in the execution of the required work. The Contractor must have in place procedures to deal with any accidents that may befall persons engaged in their duties while on site and ensure that person's rescue, if so required. Cellular/Satellite phones used in such scenarios will be the responsibility of the Contractor.

b) The Contractor is responsible for the employment and supervision of an adequate number of personnel to meet the terms and conditions of this contract within the current applicable Canada Labour Code Standards.

c) The Contractor and its employees must comply with all items listed under "Health and Safety Work Considerations" listed below.

d) The Contractor and its employees must comply with all aspects of the Workplace Hazardous Material Information System (WHMIS) and all related Occupational Health and Safety (OHS) regulations. The Contractor must ensure that all staff involved in the maintenance of the RADOMES and its associated parts, receives the required training and certification in WHMIS and OHS.

e) The contractor must have current and valid WHMIS (or provincial equivalent) and OHS certification for all employees throughout the duration of the contract.

f) The Contractor and its employees must comply with all the Standing Orders and other Regulations in force on the site where the work is to be performed, relating to the safety of individuals on site or the protection of property against loss or damage from any and all causes, including fire.

The Contractor must, without delay, notify the Project Authority of any changes in the personnel for the purposes of verifying certification.

### 15. Health and Safety Work Considerations



- 
- a) While working on federally controlled lands the Contractor must comply with all applicable OHS provisions of the Canada Labour Code Part II, the Canada Occupational Health and Safety Regulations, WHMIS, Treasury Board and EC OHS policies, directives, procedures and programs.
- b) The Contractor and its employees must comply with all fire regulations and safety procedures specified by the Airport Authority, Regional District or the Project Authority
- c) The Contractor must ensure that all Personal Protective Equipment (PPE) required for the safe performance of the tasks is available and in good repair, and that all personnel involved in the project are trained in the correct use of the PPE
- d) The Contractor must report and investigate all hazardous incidents (near-misses), accidents, injuries and property damage on the appropriate WCB (or provincial equivalent) and EC Hazardous Occurrence Investigation Report form (available from project authority) within 72 hours of the incident and submit the completed forms to the Project Authority, WCB (or provincial equivalent) office as required
- e) The Contractor must keep and maintain records of all certificates, personnel training and hazardous occurrence investigations related to this contract for the duration of this contract and for any option year exercised.

## 17. Travel and Living Expenses

Travel and Living expenses incurred by the Contractor must, follow Treasury Board policy ([http://publiservice.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)).

The location of the lodging should take into account the distance and time required to travel to the work site.

Mode of travel and transportation of equipment and materials to support work will be agreed upon between MSC and contractor.

The Contractor will be reimbursed, for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, from the Contractor's Facility Departure Point (servicing site) to the Radom Site to be serviced as specified in Annex "E" Suppliers Facility Departure Point Form. In the event that the Contractor travels a shorter distance between the Radome Site(s) to be serviced than the distance between the site and the facility departure point indicated in Annex "E", the Contractor must calculate travel costs using the lesser of the two distances.

The Contractor will supply pricing for individual site visits and will give amalgamated pricing for groups of site visits, if deemed advantageous to the Government of Canada.

### 17.1 Supplier Facility Departure Point Form

The Contractor must provide, within five (5) days following a request from the Contracting Authority, a completed Supplier Facility Departure Point Form under Annex "E" and provide the full address for each of their facilities to be used as departure points to service any one of the 28 Radome Sites across Canada belonging to the Meteorological Service of Canada (MSC).

## APPENDIX A-1

### RADOME INSPECTION & MAINTENANCE TASKS

#### 1. Radome Exterior Inspection

1.1 Digital photo record of the entire Radome surface with close-up photos of problem areas identified during the inspection. External Radome digital photo record must have sufficient resolution per picture (?250K jpg) to easily show the overall condition of the Radome. Picture format must be JPEG. For the purpose of routine External Photo Survey, the Radome must be divided vertically into 4 equal quadrants and horizontally into three approximately equal sections for a total of 12 approximately equal sized sections. A minimum of one picture per section including the Radome base and apex must occur. Two additional pictures of the hardware attached to the Apex panel are also required. In addition to these routine pictures, separate close-up photos of all serious anomalies discovered during the inspection are required.

1.2 Inspect for and correct (where feasible) the following;

- a. Any blistered or de-laminated Radome panels;
- b. Any punctures or splits or otherwise physically damaged panels;
- c. Any flaking of surfaces: "Gel-coat" or paint (if applicable);
- d. Damaged or unsealed Lightning Air Terminal (metal lightning rod); Aviation Warning (AWL) hardware and daylight sensor at sites identified as being required;
- e. Excessive foreign matter deposits on the Radome surface which may create excessive water sheeting on Radome surface during rain events;
- f. Other foreign material i.e. mould; moss or lichens; bird or insect nests on the Radome;
- g. Loose, missing or excessively protruding caulking on the Radome or around the base; and
- h. Other Radome anomalies not listed above but, observed by Contractor Staff or previously identified by MSC technical staff.

1.3 Wash and remove all foreign matter from the Radome exterior using cleaning solutions recommended by the Radome manufacturer.

1.4 Rinsing of the Radome to remove dirt and cleaner will also serve as a water test to detect old and new leaks (possibly created by washing the Radome). The water test must also be used to check for poor or degraded hydrophobic properties of the Radome.

1.5 Temporarily seal any intrusion into the outside surface of the Radome panels.

Note: Any intrusion through the outside surface of the Radome must be further investigated to determine if there is water or moisture trapped between the outer and inner skins of the affected Radome panel. Water trapped in this area will likely increase the damage to the affected panel and potentially degrade the radar's sensitivity in that quadrant.

## 2. Radome Interior Inspection

2.1 Digital photo record of the interior Radome surface and floor with close-up photos of problem areas identified during the inspection. Internal Radome digital photo record (same resolution and format as exterior photos) is required to show the general condition of the inside of the Radome surface. Internal Radome photos must show the conduit, wiring and hardware attached to the Radome with close-ups of the Apex panel. Photos of all serious anomalies discovered in the interior during the inspection are required. Photos of water leak stains or water on the Radome deck are required as part of the photo record.

2.2 Inspect, identify and repair (where feasible) the following:

- a. Visual indications of water leaks on the interior surface of the Radome or the Radome floor such as stains indicating pooling or streaks on the Radome surface;
- b. Leaking areas identified by EC technical staff familiar with the radar site and aware of leaking problems;
- c. Verify panel to panel fastener and bolt tightness of the Radome;
- d. Verify condition, sealing and tightness of the base ring to the tower;
- e. Damaged, corroded or loose hardware on "Apex panel" containing the Hatch, Lightning and AWL connections and mounting hardware;
- f. Loose or drooping Lightning cables and conduit or electrical cable and conduit which is secured to the Radome and could potentially violate the antenna scan zone;
- g. Any punctures or splits or otherwise physically damaged interior panels; and
- h. Mould (can be an OHS issue if mould is toxic) and insect feces i.e. Cluster Flies feces; and debris.

2.3 Other Radome anomalies not listed above but, observed by Contractor Staff or previously identified by EC technical staff. Where soiling is extensive, spot wash the interior of the Radome exercising caution around equipment mounted in the Radome. The MSC technician can advise on proper precautions. The activity is made much more difficult because of the need for scaffolding or long ladders and there is a greater potential for damaging the antenna or inside Radome surface.

2.4 The Base Ring will be visually inspected for rusting and deterioration; its condition must be specifically indicated in the inspection report.

## 3. Other Activities:

3.1 Additional Activities include the following:

- a. Ensuring the Radome is dry, caulk and paint all areas of concern discovered during the inspection using the type of caulking and paint suggested by the Radome manufacturer.

- b. If there was extensive caulking required, then a final water test after the caulking has cured must be performed to confirm the Radome is properly sealed.
- c. A random sampling process will determine if all Radome panel to panel fasteners are at proper torque. The Radome must be visually divided into eight areas, four equal quarters above and four equal quarters below the horizontal equatorial plane. An initial sample set of 56 bolts in total must be tested; seven bolts in each quarter area must be randomly selected and verified. After each fastener is verified it must be clearly marked on the interior of the dome with an enamel paint color to indicate it was used during a particular inspection period. The Contractor is to use different paint colors for each inspection event. The Contractor must not use any previously verified (enamel marked) bolts as part of a new sample set test.
- d. Related to (c) above, if more than 10% (6 fastener or bolts) from the 56 sampled fail, then a second sample set of another 56 different fasteners or bolts must be completed. Each sampled fastener or bolt must be painted with the same color as in first test set. If in the second set 10% (6 fastener or bolts) from the 56 sampled fail, then all panel to panel bolts must be verified and re-torqued as required. If all fastener or bolts are re-torqued, then each must be paint marked with the same color.

3.2 Upon examination, as a result of tasks identified between 1.1 and 3.1 of Appex A-1, the contractor must repair or replace any component deemed necessary in order to ensure normal operations of the Radome structure.

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File No. - N° du dossier

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## **APPENDIX "A-2"**

### **SUMMARY LOCATIONS of RADOME SITES**

See attached.

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**ANNEX "B"**

**BASIS OF PAYMENT**

See attached.

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**ANNEX "C"****INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:

Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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

r. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:  
Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **2. Automobile Liability Insurance**

1. Automobile Liability [Sections A & B] insurance must be effected by the Contractor and maintained in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence. .

2. The policy must include the following:

- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Accident Benefits - all jurisdictional statutes
- (c) Uninsured Motorist Protection
- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



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K3D33-121411/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor015

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

K3D33-121411

TOR-3-36010

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**ANNEX "D"**

**SUPPLIER FACILITY DEPARTURE POINT FORM**

See attached.

**ANNEX "E"****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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( ) B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

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**ANNEX "F"**

**Form PWGSC-TPSGC 572 Task Authorization**

Solicitation No. - N° de l'invitation

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## **ANNEX "G"**

### **EVALUATION CRITERIA**

See attached

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CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "F"**

**Form PWGSC-TPSGC 572 Task Authorization**

See attached.

## APPENDIX "A-2"

### SUMMARY LOCATIONS of RADOME SITES

The following Radomes are to be inspected in accordance to Annex "A" Statement of Work.

Site	Province	Nearest town	Radome Type	Rural/isolated
Holyrood	Nfld	St. John's (50 km)	18S12	somewhat isolated
Marble Mountain	Nfld	Corner Brook (10 km)	L30-87	isolated
Marion Bridge	NS	Sidney (17 km)	18S12	rural
Gore	NS	Halifax (50 km)	L30-87	rural
Chipman	NB	Chipman (20 km)	18S12	rural
Val D'Irene	PQ	Amqui (18 km)	L30-87	rural
Villeroiy	PQ	Quebec City	18S12	rural
Landrienne	PQ	Val D'Or	18S12	isolated
Franktown	ON	Ottawa/Carleton Place	L30-87	rural
Timmins	ON	Kapaskasing/Timmins	18S12	rural
King City	ON	Toronto (40 km)	L30-87	rural
Exeter	ON	London (50 km)	18S12	rural
Britt	ON	Sudbury	L30-87	somewhat isolated
Montreal River Harbour	ON	Sault Ste. Marie (118 km)	18S12	isolated
Lasseter Lake	ON	Thunder Bay (69 km)	18S12	isolated
Dryden	ON	Dryden (11 km)	18S12	rural
Woodlands	MB	Winnipeg (73 km)	L30-87	rural
Foxwarren	MB	Russell (40 km)	18S12	rural
Bethune	SK	Regina (76 km)	L30-87	rural
Radisson	SK	Saskatoon	18S12	rural
Schuler	AB	Medicine Hat (60 km)	18S12	rural
Strathmore	AB	Calgary (50 km)	L30-87	rural
Carval	AB	Edmonton (30 km)	18S12	rural
Spirit River	AB	Grand Prairie	18S12	isolated
Mt. Silver Star	BC	Vernon (28 km)	18S12	somewhat isolated
Prince George	BC	Prince George (40 km)	18S12	somewhat isolated
Aldergrove	BC	Aldergrove	18S12	rural
Mt. Sicker	BC	Duncan (50 km)	L30-87	isolated

## ANNEX "B"

### BASIS OF PAYMENT

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and F.O.B. Destination. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is not included.

#### Regular Working Hours

Regular working hours are defined as 08:00 a.m. to 04:00 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

#### Contract Years Defined:

Contract Year 1: (Date of Contract Award) to (1 Year from Date of Contract Award)

Contract Year 2: (Date of Contract Award) to (2 Years from Date of Contract Award)

Contract Year 3: (Date of Contract Award) to (3 Years from Date of Contract Award)

Contract Year 4: (Date of Contract Award) to (4 Years from Date of Contract Award)

Option Year 1: (Date of Contract Award) to (5 Years from Date of Contract Award)

Option Year 2: (Date of Contract Award) to (6 Years from Date of Contract Award)

#### NOTE TO BIDDER: (To be removed at time of Contract Award)

The Estimated Quantity (Qty) column, Estimated Hours column, and Extended Price columns are provided for purpose of financial evaluation only and will be removed at time of Contract Award.

#### A. Scheduled Radome Inspection and Maintenance: as per Statement of Work, Annex "A".

Period	Estimated Quantity	Firm Unit Price	Extended Price
Contract Year 1	8 sites	\$ /for each radome site	\$
Contract Year 2	8 sites	\$ /for each radome site	\$
Contract Year 3	8 sites	\$ /for each radome site	\$
Contract Year 4	8 sites	\$ /for each radome site	\$
Option Year 1	8 sites	\$ /for each radome site	\$
Option Year 2	8 sites	\$ /for each radome site	\$

#### B. Standby Time: For any standby time accrued on site for delays experienced beyond the control of the contractor, after one (1) eight (8) hour crew day per site.



Standby will include only delays caused by:

- (a) Inclement weather conditions;
- (b) Cessation of work required by the Project Authority;
- (c) Standby Time approved by the Project Authority.

Standby time will not be carried forward from one site to the next.

Period	Description	Supervisor Firm Hourly Rate	Estimated Hours	Technician Firm Hourly Rate	Estimated Hours	Extended Price
Contract Year 1	Standby Time as defined in Annex "A"	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 2	Standby Time as defined in Annex "A"	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 3	Standby Time as defined in Annex "A"	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 4	Standby Time as defined in Annex "A"	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 1	Standby Time as defined in Annex "A"	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 2	Standby Time as defined in Annex "A"	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$

C. **Special Work Orders - As and When Requested Services:** Any service call following a scheduled inspection (including emergency calls) when authorized by the Project Authority or MSC representative designated by the Project Authority. For minor and major unscheduled repairs not defined or special site investigations when authorized by the Project Authority (PA).

The Contractor will be paid for the actual hours worked at the firm hours rates detailed below.

Service – Service Calls ONLY in addition to Section A above.

i) During Regular Working Hours (Monday to Friday)

Period	Description	Supervisor Firm Hourly Rate	Estimated Hours	Technician Firm Hourly Rate	Estimated Hours	Extended Price
Contract Year 1	During regular working hours (Monday to Friday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 2	During regular working hours (Monday to Friday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 3	During regular working hours (Monday to Friday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 4	During regular working hours (Monday to Friday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 1	During regular working hours (Monday to Friday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 2	During regular working hours (Monday to Friday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$

ii) Outside Regular Working Hours (Monday to Saturday)

Period	Description	Supervisor Firm Hourly Rate	Estimated Hours	Technician Firm Hourly Rate	Estimated Hours	Extended Price
Contract Year 1	Outside regular working hours (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 2	Outside regular working hours (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 3	Outside regular working hours (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 4	Outside regular working hours (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 1	Outside regular working hours (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 2	Outside regular working hours (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$

iii) Sunday and Statutory Holidays (Monday to Saturday)

Period	Description	Supervisor Firm Hourly Rate	Estimated Hours	Technician Firm Hourly Rate	Estimated Hours	Extended Price
Contract Year 1	Sunday and Statutory Holidays (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 2	Sunday and Statutory Holidays (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 3	Sunday and Statutory Holidays (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Contract Year 4	Sunday and Statutory Holidays (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 1	Sunday and Statutory Holidays (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$
Option Year 2	Sunday and Statutory Holidays (Monday to Saturday)	\$ /hr	20 Hrs.	\$ /hr	20 Hrs.	\$



D.

**Travel Cost to Each Radome Site:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

The Contractor will be reimbursed, at a maximum, for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, from the Supplier Facility Departure Point (servicing site) to the Radom Site to be serviced as specified in Annex "D" Supplier Facility Departure Point Form. In the event that the Contractor travels a shorter distance between the Radome Site(s) to be serviced than the bidder facility departure point indicated in Annex "D", the Contractor must calculate travel costs using the lesser of the two distances.

The Contractor will supply pricing for individual site visits and will give amalgamated pricing for groups of site visits, if deemed advantageous to the Government of Canada.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

The estimated travel and living expenses is: \$120,000.00 /year.

E.

**Material and Replacement Parts**

Material and replacements parts supplied by the Contractor (other than free issue) will be priced at the Contractor's laid down cost plus a mark-up of no higher than \_\_\_\_%.

F.

**Direct Charges Equipment Rental:** At actual cost. The equipment rental costs will be at the expense of the Contractor with Environment Canada paying a reasonable rental fee for the use of the equipment while in the field identified.

**Estimated Cost – Limitation of Expenditure: \$\_\_\_\_\_ (to be provided at contract award) \_\_\_\_\_**

# ANNEX "D"

## SUPPLIER FACILITY DEPARTURE POINT FORM

Item	Radome Site	Supplier Facility Departure Point Full Address:
1	Holyrood, Nfld.	Address: _____ _____
2	Marble Mountain, Nfld	Address: _____ _____
3	Marion Bridge, NS	Address: _____ _____
4	Gore, NS	Address: _____ _____
5	Chipman, NB	Address: _____ _____
6	Val D'Irene, PQ	Address: _____ _____
7	Villeroy, PQ	Address: _____ _____
8	Landrienne, PQ	Address: _____ _____
9	Franktown, ON	Address: _____ _____
10	Timmins, ON	Address: _____ _____
11	King City, ON	Address: _____ _____
12	Exeter, ON	Address: _____ _____
13	Britt, ON	Address: _____ _____
14	Montreal River Harbour, ON	Address: _____ _____

15	Lasseter Lake, ON	Address: _____ _____
16	Dryden, ON	Address: _____ _____
17	Woodlands, MB	Address: _____ _____
18	Foxwarren, MB	Address: _____ _____
19	Bethune, SK	Address: _____ _____
20	Radisson, SK	Address: _____ _____
21	Schuler, AB	Address: _____ _____
22	Strathmore, AB	Address: _____ _____
23	Carval, AB	Address: _____ _____
24	Spirit River, AB	Address: _____ _____
25	Mt. Silver Star, BC	Address: _____ _____
26	Prince George, BC	Address: _____ _____
27	Aldergrove, BC	Address: _____ _____
28	Mt. Sicker, BC	Address: _____ _____



# ANNEX "F"

## Task Authorization Autorisation de tâche

<b>Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization</b> <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	<b>Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche</b> <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
---	--

<b>Contract Number</b> Enter the PWGSC contract number.	<b>Numéro du contrat</b> Inscrire le numéro du contrat de TPSGC.
<b>Contractor's Name and Address</b> Enter the applicable information	<b>Nom et adresse de l'entrepreneur</b> Inscrire les informations pertinentes
<b>Security Requirements</b> Enter the applicable requirements	<b>Exigences relatives à la sécurité</b> Inscrire les exigences pertinentes
<b>Total estimated cost of Task (Applicable taxes extra)</b> Enter the amount	<b>Coût total estimatif de la tâche (Taxes applicables en sus)</b> Inscrire le montant

<b>For revision only</b>	<b>Aux fins de révision seulement</b>
<b>TA Revision Number</b> Enter the revision number to the task, if applicable.	<b>Numéro de la révision de l'AT</b> Inscrire le numéro de révision de la tâche, s'il y a lieu.
<b>Total Estimated Cost of Task (Applicable taxes extra) before the revision</b> Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	<b>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision</b> Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
<b>Increase or Decrease (Applicable taxes extra), as applicable</b> As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	<b>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu</b> S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

### 1. Required Work: Complete sections A, B, C, and D, as required.

#### A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

### 1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

#### A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).



---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ANNEX "G"

### EVALUATION CRITERIA

#### **Mandatory Technical Criteria**

Failure on the part of the bidder to meet 1 or more of the mandatory requirements will result in the proposal being deemed non-compliant and ineligible for further consideration and evaluation

<b>Requirement</b>	<b>Location of Supporting Documentation in bid (page #)</b>
1. The Bidder must demonstrate that they have a minimum of three (3) years experience performing inspections and maintaining Radomes of heights up to 30 meters, obtained within the past five (5) years from the solicitation closing date.	
2. The Bidder must provide a written statement demonstrating that the company and all personnel participating in this contract have current and valid WSIB (or provincial equivalent) certification.	
3. The Bidder must provide a written statement demonstrating that the company and all personnel participating in this contract have current and valid Occupational Safety and Health Training certification that meet the Canada Labour Code.	
4. The Bidder must supply a minimum of two sample Radome Inspection Reports completed for two different companies, written and delivered within the past year, from the solicitation closing date.	
5. The Bidder must provide an Operations Plan detailing, but not limited to, each of the following areas:  a) Provision of detailed Radome inspection, maintenance and repair plan b) Provision of all equipment and tools to fulfill requirement specifications c) Approach to procurement, supply and distribution of materials, parts, equipment, supplies and consumables	

**Point-Rated Technical Criteria** (Max 1300 points)

Each bid that meets all the mandatory requirements specified above will be evaluated and scored using the following evaluation grid. Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team. The bidder must obtain the following scores against the three individual sections to be considered as compliant:

- Section A – 60% or 390 points
- Section B – 50% or 175 points
- Section C – 50% or 162.5 points

A. Contractor experience	(650) points Available								
<p><b>1. Descriptive Background;</b> The bidder should demonstrate their experience providing Radome Inspection and Maintenance services over the past 10 years, from the date of bid closing. To demonstrate this experience, the bidder should provide a list of Inspection and Maintenance projects completed supporting Radome systems. Points will be awarded for each project referenced and should include:</p> <p>(i) The name of the project (ii) A copy of invoice and reference contact person (including name and telephone number) for each project referenced.</p> <p>The reference will be contacted for verification purposes. If the reference contact person cannot be reached after three (3) attempts, 0 points will be awarded.</p> <p>Each Inspection and Maintenance project referenced should also include any two of the following:</p> <p>(a) Summary of description of the services provided relative to supporting Radome systems (b) Duration of the project – start and completion dates (c) Number and description of resources assigned to</p>	<table><tr><td>3 or more projects in total</td><td>75</td></tr><tr><td>2 projects in total</td><td>50</td></tr><tr><td>1 project in total</td><td>25</td></tr><tr><td>none</td><td>0</td></tr></table> <p>175 points total</p>	3 or more projects in total	75	2 projects in total	50	1 project in total	25	none	0
3 or more projects in total	75								
2 projects in total	50								
1 project in total	25								
none	0								

the project (d) Description of the bidder's role in the project  It is requested that a table-style format be used to capture ALL projects, with separate columns for each criteria			
<b>2. Radome Inspection and Maintenance experience, and Past Performance;</b>	Two of those listed	75	/75 points total
The bidder should specify, with a check mark, the applicable repair and operations experience they have for the following manufacturers.	One listed	50	
Radome System Manufacturer:  TICON 18S15/12 ESSCO L30-87	None listed	0	

3. The Bidder should specify, with a check mark, the applicable experience for the following radome type systems:  Air supported ____ Space frame ____ Composite or laminated ____ Rigid ____	Air supported	25	/100 points total
	Space frame	25	
	Composite or laminated	25	
	Rigid	25	
	None	0	
4. The bidder should demonstrate its capacity to effectively support multiple concurrent inspection, maintenance and repair activities to service more than one Radome at a time (such as multiple crews with a minimum of 2 employees per crew and simultaneous deployment of one or more pieces of equipment).	3 or more activities at a time	75	/75 points total
	Two or more activities at a time	50	
	One activity at a time	25	

5. The bidder should clearly outline any manufacturer training undertaken, or provided for in-house to its service technicians in support of the Composite or laminated specific Radome type.	Composite or laminated	25	/25 points total
	None	0	
6. The bidder should demonstrate that it has a facility (ies) with operations relevant to Radome maintenance.  The bidder must specify, with a check mark, each type of dedicated facility available to it that is relevant to radome maintenance:  Warehousing: _____ Office: _____ Training Facility _____ Workshop: _____	Warehousing	25	/100 points total
	Office	25	
	Training Facility	50	
	Workshop	50	
7. The bidder should describe one situation where they successfully responded to an urgent requirement to	Within 24 hours	50	/50 points total
	24 to 48 hours	25	



<p>implement an approved action plan, and detail the response time, (within 24 hours, between 24 to 48 hours, or more than 48 hours)for unscheduled emergency repair for a Radome site by use of standby crew, recall system(procedure for emergency response), and stand by equipment.</p> <p>It is requested that a table-style format be used to capture the project, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>(a) Name and location of the organization for whom the work was done.</li> <li>(b) Duration of the project – start and completion dates</li> <li>(c) Length of time your firm has provided service for the named organization</li> <li>(d) Describe the urgent requirement connected with the project.</li> <li>(e) Copy of invoice and reference contact person (including name and telephone number) for the project reference.</li> </ul> <p>The reference will be contacted for verification purposes. If the reference contact person cannot be reached after three (3) attempts, 0 points will be awarded.</p>	<p>More than 48 hours</p>	<p>0</p>	
<p>8. The bidder should demonstrate if they are ISO 9001 compliant by supplying a current and valid copy of their certification with the bid proposal.</p>	<p>yes</p> <p>no</p>	<p>50</p> <p>0</p>	<p>/50 points total</p>



<p>9. The bidder should describe one situation encountered where they successfully provided maintenance and repair services in extremely cold or isolated environments and/or adverse conditions, and which may include extreme wind and precipitation conditions.</p> <p>It is requested that a table-style format be used to capture the project, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>(a) Name and location of the organization for whom the work was done.</li> <li>(b) Duration of the project – start and completion dates</li> <li>(c) Length of time your firm has provided service for the named organization</li> <li>(d) Describe the requirement connected with the project.</li> </ul>	<p>Yes</p> <p>no</p>	<p>25</p> <p>0</p>	<p>/25 points total</p>
<p>10. The bidder should identify if it is willing to provide flexible service, which includes each of the following when requested:</p> <p>Overtime</p> <p>Night Shift</p> <p>Weekend Work</p>	<p>yes</p> <p>no</p>	<p>25</p> <p>0</p>	<p>/25 points total</p>
<p>11. The bidder should indicate if they have recent experience (within the last 2 years of the bid closing date) providing services to a government department/agency or commercial organization.</p>	<p>Yes</p> <p>no</p>	<p>50</p> <p>0</p>	<p>/50 points total</p>

<p>The bidder should demonstrate how they meet the minimum experience by submitting the following in their bid submission:</p> <p>A description demonstrating how the experience has been obtained, if it was for a government department or agency or commercial organization. The bidder should also provide the name, contact information of the organization stated, a reference or contact person. Canada reserves the right to contact the reference to verify the information provided.</p>			
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B. Contractor's personnel		(350) points Available
12. The bidder should specify if they have a working plan for accessibility to additional personnel participant pool for Radome maintenance, if and when required. The bidder should specify the number of additional personnel available.	Has plan that includes an additional participant pool of 20 or more persons.	100
	Has plan that includes an additional participant pool of 11 to 19 persons.	50
	Has plan that includes an additional participant pool of 1 to 10 persons.	25
	No plan	0
13. The bidder should indicate if they maintain their own core employees or sub-contracts trained personnel as required for Radome maintenance.	Core only	75
	Both core and Subcontract	50
	Subcontract only	25
14. The bidder should indicate if they have multiple regional offices or regional personnel (network of offices in Canada, or network of personnel throughout Canada) for Radome maintenance.	Yes, 3 or more regional offices or regional personnel are available.	50
		/100 points total
		/75 points total
		/50 points total

	Yes, 2 regional offices or regional personnel are available.	25	
	No	0	
15. The bidder should indicate if they have in house dedicated administration personnel	Yes	25	/25 points total
	No	0	
16. The bidder should indicate if it maintains required certificates in specific areas required for Radome maintenance.	rigger	25	/100 points total
The bidder should include a detailed document outlining their procedures used to maintain the current and valid required certification for Radome maintenance for their service technicians in each of the following areas:	Industrial first aid	25	
	welder	25	
	electrical	25	

- a) Rigger
- b) Industrial aid worker
- c) Welder
- d) electrical

C. Contract support		(325) points Available		
17. The proposal should include a template checklist for each of the following areas of service: a) Inspection b) Repair and Maintenance c) Overall final report  A complete checklist encompasses each of (a), (b) and (c). An incomplete checklist encompasses any one (1) or two (2) of (a), (b) or (c).	Complete checklist	100	/100 points total	
	Incomplete Checklist	50		
	No checklist	0		
18. The bidder should provide a document that outlines the number of specialized transportation vehicles that may be drawn upon for work under the contract owned by the bidder.  *A special transportation vehicle is defined as any vehicle with a gross vehicle weight capacity limit of $\geq \frac{3}{4}$ ton truck or van or SUV	Transport	5 points per vehicle to maximum of 25 points	/25 points total	
19. The bidder should specify, with a check mark, the applicable equipment they have used within the last 24 months, for similar radome maintenance or rigging applications, either via ownership or rental of the following items:  Welding Equipment _____ Scaffolding _____ Crane _____	Welding	25	/100 points total	
	Scaffolding	25		
	Crane	50		
20. The bidder should indicate if they have IT infrastructures, (Internet, e-mail, remote communication or capability) for constant contact ability with customer and field crew.	Yes	100	/100 points total	
	No	0		