

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
1550 D'Estimauville Avenue  
1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7  
FAX pour soumissions: (418) 648-2209

**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> Maintenance, propane appliance	
<b>Solicitation No. - N° de l'invitation</b> W0138-14CS39/A	<b>Date</b> 2014-07-25
<b>Client Reference No. - N° de référence du client</b> W0138-14CS39	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-002-16029	
<b>File No. - N° de dossier</b> BAP-4-37117 (002)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<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> Larouche, Denise	<b>Buyer Id - Id de l'acheteur</b> bal002
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4137)	<b>FAX No. - N° de FAX</b> (418) 677-3288
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 3E ESCADRE BAGOTVILLE GROUPE INFRASTRUCTURE, B62 SECTION DES CONTRATS C.P 5000 ALOUETTE Québec GOV1A0 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**  
TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 62, local 112  
Building 62, Room 112  
Alouette  
Québec  
GOV1A0

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

**«Maintenance and repair service for propane and natural gas heating appliances»  
TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION**

1. Statement of Work
2. Debriefings

**PART 2 - BIDDER INSTRUCTIONS**

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

**PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

**PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award

**PART 6 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities
5. Payment
6. Invoicing Instructions
7. Certifications
8. Applicable Laws
9. Priority of Documents
10. SACC Manual Clauses

**List of Annexes**

**Attachments:** Annex A "Specifications"  
Annex B "Basis of payment"

## **PART 1 - GENERAL INFORMATION**

### **1. Statement of work**

Provide As commands labor, materials, tools, equipment to provide inspections / maintenance and repair of kitchen appliances including propane and natural gas service to such detailed in the specifications "Annex A" attached loads and an integral part of this document.

### **2. 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 (2014-06-26) 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: cent-vingt (120) 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.

Your proposal must be transmitted **by fax** to no **418-648-2209** or **by mail** to the following address:

→ **Bid Receiving Unit**  
**Public Works and Government Services Canada (PWGSC)**  
**1550 D'Estimauville Avenue**  
**Quebec City, Quebec, Canada, G1J 0C7.**

### 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 with FPS, bidders must provide the information required below before contract award.

#### Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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**.

Solicitation No. - N° de l'invitation

W0138-14CS39/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-4-37117

Buyer ID - Id de l'acheteur

ba1002

CCC No./N° CCC - FMS No/ N° VME

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

W0138-14CS39

---

### **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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 five (5) 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 province of Quebec.

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: Financial Bid ( 1 copy)

Section II: Certifications (1 copy)

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

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

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

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

#### **Section II: 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.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two

#### **1.1 Financial Evaluation**

Bidders must submit firm prices inclusive compliance and in the format used in the Basis of Payment in Annex "B" of this application. Bidders must complete this section and include with its bid

##### **1.1.2 Financial Evaluation**

*SACC Manual Clause A0220T (2013-04-25), Evaluation of Price*

### **2. Basis of Selection**

**2.1** *SACC Manual clauses: A0069T (2007-05-25) Basis of selection*

## PART 5 - CERTIFICATIONS

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

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

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

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

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

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

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

### Certifications

By submitting a bid, the Bidder certifies that the information provided by the bidder to meet the above requirements is accurate and complete.

#### SACC Manual clause

A3050T 2008-05-12 Canadian content Definition

#### 1.3 Canadian Content Certification

This procurement is limited to Canadian services

##### The Bidder certifies that:

- ( ) The service offered are Canadian service as defined in paragraph 2 of clause A3050T.

---

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Statement of Work

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

### 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

2010C (2013-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

The period of the Contract is from **September 1, 2014, to August 31, 2015** with four (4) years in option.

##### 3.1.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **four (4) additional one (1) year periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of payment and the conditions enumerated in the following paragraph.

##### 3.1.2.1 Consumer Price Index as Published by Statistics Canada

Canada may exercise the option to extend the term of the Contract, year by year, as shown in the Contract or as amended pursuant to the terms and conditions as expressed therein shall be increased or decreased by the percentage change in the Consumer Price Index as published by Statistics Canada for the area of Canada in which the work is being performed calculated for the 12 month period immediately preceding the commencement date of the said extension year, provided that written notice of the request for extension is given by one party to the Contract to the other party at least 60 days prior to the date of completion of the Contract and the other party agrees in writing, to the request for extension referred to therein no later than fifteen (15) days after receipt of said notice.

Solicitation No. - N° de l'invitation

W0138-14CS39/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-4-37117

Buyer ID - Id de l'acheteur

ba1002

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

W0138-14CS39

CCC No./N° CCC - FMS No/ N° VME

---

#### 4. Authorities

##### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Larouche  
Title: Supply Officer  
Telephone: (418)677-4000 ext. 4137  
E-mail address: denise.larouche@tpsgc.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.

##### 4.2 Project Authority (to be completed at the contract award)

The Project Authority for the Contract is:

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.

**4.3 Contractor's Representative**

Name and telephone number of the person responsible for:

**Contract Manager:**

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

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

Telephone No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**5. Payment**

**5.1 Basis of Payment - Price of lots and firm rates**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a price of lots and firm rates, as specified in Annex "B" Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

**5.2 SACC Manual Clause**

- A9117C (2007/11/30), T1204 - Direct Request by Customer Department
- C6000C (2011/05/16), Limitation of price
- C0711C (2008-05-12), Time Control
- H1001C (2008-05-12), Multiple Payment

**6. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions. Claims cannot be submitted until all work identified in the claim is completed.

## 7. Certifications

### 7.1 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.

### 7.2 SACC Manual Clause

A3060C (2008-05-12), Canadian Content Certification

## 8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

## 9. 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 2010C (2013-06-26) General Conditions Services (Medium Complexity);
- (c) Annex "A" Specifications
- (d) Annex "B" Basis of payment
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 10. SACC Manual Clauses

A9068C (2010-01-11), Site Regulations

G1005C (2008-05-12), Assurances

Annex "A" Specifications

Annex "B" Basis of payment

\* These documents are attached to this application and must be inserted here and are an integral part of the present.

**ANNEX « B »****BASIS OF PAYMENT:**

Accordance with work done as detailed in the specifications in Appendix A attached to this document.

**1) Description:**

- .1 The rates and prices quoted include all fees and expenses necessary to perform the work in accordance with specifications (eg profit, administration costs, transportation costs, marginal profits, equipment rentals, etc. ...)
- .2 Hourly rates apply to productive work time at the work site. Time is calculated from the moment when the DND technical delegate is contacted on site.. Hourly rates do not apply to downtime (except as provided for by collective agreements) or to travel outside the the work site.
3. In the case of work to hourly rates, DND will pay at least one (1) hour of work on request.

**B: SERVICE :**

At an hourly rate for a technician and an hourly rate for a trades-helper as table below:

**For perod from September 1, 2014 to August 31, 2015:**

(Refer to clause "Price Index" in this 3.1.2.1 for options)

Trades	Monday to Friday		Saturday, Sunday and legal holidays(\$)
	Regular Hours \$(tax extra)	Outside regular hours \$(tax extra)	(tax extra)
a) Service call including the first productive time on site:			
<b>① Technician:</b>	\$ _____/hre	\$ _____/hre	\$ _____/hre
<b>② Trade-helper:</b>	\$ _____/hre	\$ _____/hre	\$ _____/hre
b) Productive fieldwork subsequent hours:			
<b>① Technician:</b>	\$ _____/hre	\$ _____/hre	\$ _____/hre
<b>② Trade-helper:</b>	\$ _____/hre	\$ _____/hre	\$ _____/hre
<b>*(For evaluation purposes only this part is 30 hours for the technician and 10 hours for the part Trade-helper for Regular Hours)</b>			
<b>c)Two inspections per year to maintain and adjust the equipment and the power system to natural gas and propane gaz to perform at least the first in June and 2nd in November at a cost of: -----&gt; \$ _____/inspection</b>			
<b>d) Materials and replacement parts at cost price plus a mark-up of: _____%</b> Upon request, submit a copy of all invoices and proofs of purchase, indicating price, quantity and any other detail to verify claims. (Ref. Annex A - 4.4 ) <b>(For evaluation purpose only, we have estimated this part \$1000 .</b>			

ANNEX «A»

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATIONS

MAINTENANCE AND REPAIR SERVICE

FOR PROPANE AND NATURAL GAS

HEATING APPLIANCES

3 WING

BAGOTVILLE, QUEBEC

PART 1 - GENERAL

- 1.1 Contract documents
- .1 The contract documents of the Department of Supply and Services form an integral part of these specifications and govern the work of all trades.
  - .2 The term "Engineer" refers to the DND Engineer or designated representative.
- 1.2 Location of work
- .1 The work will be performed in various structures belonging to the Department of National Defence located within a radius of 65 km from 3 Wing Bagotville. The Contractor shall consult the Engineer at:
    - .1 Address:  
Infrastructure Group  
Building 62 - Contracts Section  
3 Wing Bagotville  
PO Box 5000, Stn. Bureau-Chef  
Alouette, Quebec G0V 1A0
    - .2 Contact person:  
(To be completed at the contract award)
- 1.3 Scope of work
- .1 Provide all labour, materials, tools and equipment required to successfully complete the work prescribed in these Specifications.
  - .2 Upon approval by the Engineer, whether in person, by telephone, in writing or by fax, carry out the following work:
    - .1 Two (2) times per year, in June and November, inspect, maintain and adjust kitchen appliances B-87 and B-55, as well as the propane gas and natural gas supply systems;
    - .2 Repair various appliances at the Engineer's request;
    - .3 Prepare a report detailing the repairs and the condition of the appliances, the parts to be replaced and the cost of their replacement.

- 1.3 Scope of work (cont'd) .3 Kitchen appliances included in Building 87 and Mess, combined (natural gas)
- .1 Main kitchen
    - .1 Garland oven and hot top and Garland fryer, model 46-40 R, model 70-40 SP, serial number 88k 25975;
    - .2 Garland oven and hot top and Garland fryer, model 43-40R-34 GT, model 70-40 SP, serial number 89A 26237;
    - .3 Garland gas hot top and four Blodgett convection ovens mounted on model 43-40 R, model DFG-100/200 W/COOK, code 121297RA004T, 121297RA005B, 121297RA003T, 121297RA006B;
    - .4 Cleveland convection steamer PRO XVI, model 36CGM16300, serial number 98838-06K-01.
  - .2 Bakery
    - .1 Garland hot top and four two-burner Garland convection ovens, model TG3, code 80890/80891/80911/80912.
  - .4 Building 55 (propane gas)
    - .1 Garland oven and hot top and one Garland fryer, model 43-40R-34 GHT, code 109870, model 35-40SP, serial number 89D26801, code 94658;
    - .2 Garland oven and hot top and two Garland convection ovens, model MASTER 200, serial number 0705100237832, 0705100237833;
    - .3 Two Cleveland steampots, model KGL-40, serial number WT8005-07E<sup>E</sup>-01, WT8005-07E<sup>E</sup>-02;

- 
- 1.4 Site visit .1 Before submitting a bid, visit the work site and become acquainted with any uncertain conditions that could affect the work. Find out from the Engineer what services are available, what accommodations are required, how to access the site and any other information that could affect the bid.
- 1.5 Quality of work .1 Do not deviate from the data, drawings or instructions without a written order from the Engineer.
- .2 Complete the work to the satisfaction of the Engineer and in accordance with good trade practices, using the best materials in strict compliance with the drawings, details and instructions provided.
- .3 Unless otherwise instructed, continue the work uninterrupted during regular Base hours until the project is completed.
- .4 If an inconsistency, contradiction, obstacle or unforeseen situation occurs in the course of the work, stop the work immediately and notify the Engineer.
- .5 Guarantee the perfect execution of the work for one year after the date of the invoice. At the Engineer's request and at no extra charge during the warranty period, correct any defects detected resulting from normal use of the premises and equipment.
- 1.6 Standards .1 The latest version of the standards indicated in these Specifications and of the instructions provided with each request shall apply.
- 1.7 Restrictions .1 Before undertaking to repair an appliance, estimate to within 10% the cost of the repair. If the cost of materials and labour exceeds by 60% the cost of a new appliance, the repair will not be made.

- 1.8 Vehicles .1 Provide, at no additional cost to the Department, the vehicles required for the transport of equipment and personnel, as well as the materials required to perform the work.
- 1.9 Service contract on term .1 Beginning on September 1, 2014, and ending August 31, 2015, with the possibility of four (4) option years, i.e. September 1, 2015, to August 31, 2019.
- 1.10 Construction holidays .1 Provide service at all times, even during this period.

**PART 2 - PRODUCTS**

- 2.1 Materials .1 Have the necessary parts for all of the maintenance and repair work set out in paragraph 1.3.3.
- 2.2 Suppliers .1 Inform the Engineer of the sources from which materials were procured. The Engineer shall require that the Contractor purchase from the supplier offering the best price.
- 2.3 Tools .1 All tools shall remain the property of the Contractor and shall not be charged to the Department unless otherwise specifically indicated in writing.
- .2 If tools or equipment are rented, they shall not be charged to the Department without specific, written indication to the contrary.

**PART 3 - EXECUTION**

- 3.1 Information .1 The work identified in paragraph 1.3.2 of these Specifications shall be executed in accordance with the most recent information, recommendations and/or installation manuals and responsibilities of those manuals or leaflets.
- 3.2 Work method .1 Method: All work carried out under this contract shall be of the highest quality and in accordance with the best trade practices and shall meet the Engineer's requirements.

3.2 Work method  
cont'd)

- .2 Maintenance inspections two (2) times a year:
  - .1 The inspection shall be performed so as to inform the Engineer of the condition of each of the components and to provide the latter with the certainty that all of the components have been inspected. Three (3) copies of the inspection report shall be produced, two (2) of which shall be submitted to the Engineer together with the invoice;
  - .2 Main inlet valve - check the operation of the valve installed on the main gas supply line, which should be a standard element in all cooking ranges;
  - .3 Manual control valves - thermostats: check the condition of the thermostat control valves and make sure they work properly;
  - .4 Appliances in general: Check the surfaces, the oven door, the hinges, the burner mounting devices, and all bolts, nuts and fasteners. Ensure that cooktop and oven burner casings and flues are clean. Check that the range frame is level and that the cooktops are slightly inclined, so as to allow grease to run off, and clean the trays and adjacent parts under the burners;
  - .5 Check flame adjustment;
  - .6 Lubricate hinges and oven door balancers. At each regular inspection, lubricate the hinges and door balancers with a light lubricating oil. For the manual control valves, dismantle the valves completely and lubricate the parts using an infusible silicone-based product to ensure that they remain lubricated even when the valves are subjected to very high temperatures or come in contact with

corrosive substances or hot water. The lubricant must remain stable, inert and greasy at temperatures ranging between -40°C and 204°C (140°F and 400°F) when exposed to air;

3.2 Work method  
(cont'd)

- .7 Check the propane gas supply system completely, from the tank to the leak detection devices, and check that the control devices work properly; and
  - .8 Check the natural gas supply system completely, from the meter to the leak detection devices, and check that the control devices work properly.
  - .9 Check the water distribution system and internal water distribution tubing of the steam production devices for leaks and obstructions and to ensure that the devices work properly.
- .3 Service calls:
- .1 Provide maintenance service, at the Engineer's request, during regular working hours, 7.5 hours a day, 5 days a week;
  - .2 Provide emergency service, at the Engineer's request, after normal working hours, including nights, Saturdays, Sundays and statutory holidays.
  - .3 The Contractor shall provide the Engineer with a telephone number at which it or its representative can be reached at any time; and
  - .4 The Contractor shall not refuse any request for service by the Engineer, and shall carry out the work as soon as possible.

PART 4 - ADMINISTRATION

- 4.1 Estimate 1. For the Engineer's planning purposes, provide free of charge and within 48 hours a written estimate for each request related to the Contract.
- 4.2 Schedule .1 The Contractor shall begin work within a maximum of forty-eight (48) working hours following notice by the Engineer.
- 4.3 Invoicing .1 Invoices must be sent to the address indicated in paragraph 1.2.1 and include the file number, 14CS39, as well as the order number and requisition number (provided by the requester from the Contracts Section). Invoices that do not adhere to this format will be returned to the Contractor for correction.
- 4.4 Pricing .1 Materials and replacement parts at cost plus a mark-up of \_\_\_%. Submit a copy of all invoices and proofs of purchase, indicating price, quantity and any other detail required to verify claims. See item 2.2.
- .2 Submit an overall price for each inspection carried out according to paragraph 3.2.2, in June and November.
- .3 Service calls at an hourly rate for a mechanic and at the hourly rate for each second shift trades helper.
- 4.4 Pricing \*Please refer to Appendix "B" of the RFP and complete this section by indicating your price.