

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Pneumatic Boiler Control	
Solicitation No. - N° de l'invitation W0114-14P052/A	Date 2014-09-10
Client Reference No. - N° de référence du client W0114-14-P052	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-620-6415	
File No. - N° de dossier KIN-4-42047 (620)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-26	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Porter, Marta M.	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613) 547-7587 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Engineering Services Squadron Contracts Cell 8 Moro Street CFB KINGSTON Ontario K7K7B4 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 / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

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See Attached

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TITLE: Pneumatic Boiler Control

PART 1 - GENERAL INFORMATION

1. Statement of Work

The Department of National Defence at CFB Kingston, Ontario requires a Contract for the inspection, certification and repair of pneumatic heating and boiler controls. The Contractor must provide repair service within 8 hours of notification for a regular service call and within 2 hours of notification for an emergency service call. The term of the contract will be for 3 years from date of award.

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.

3. Trade Agreements

"The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."

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) (<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.

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.

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,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

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.

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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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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.

6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Engineering Services Squadron Canteen, RM 106, 6 Moro Street, Kingston Ontario on Thursday September 18, 2014. The site visit will begin at 10:00 a.m.

Bidders are requested to communicate with the Contracting Authority no later than 2 days prior to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

Section I: 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.

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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 three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Financial Evaluation

1.1.1 Mandatory Financial Criteria

The Bidder must provide firm pricing in Canadian currency for all items and pricing periods contained in Annex "C" entitled "Basis of Payment". The Bidder's pricing must not be indexed to any currency exchange rates or commercial index. The format of the Pricing Basis must not be altered.

1.1.2 SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2004. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

2. Additional Certifications Required 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 Canadian Content Certification

2.1.1 SACC Manual clause [A3050T](#) (2010-01-11) Canadian Content Definition

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

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Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Department of National Defence at CFB Kingston, Ontario requires a Contract for the inspection, certification and repair of pneumatic heating and boiler controls. The Contractor must provide repair service within 8 hours of notification for a regular service call and within 2 hours of notification for an emergency service call. The term of the contract will be for 3 years from date of award.

2.1 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.

2.1.1 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex E.
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, within 5 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 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.

2.1.2 Canada's Obligation – Portion of the Work – Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

2.1.3 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 or in Annex "B". 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.

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The data must be submitted to the Contracting Authority no later than 10 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, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

2.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by CFB Kingston, Kingston, ON. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The term of the Contract will be for 3 years from date of award.

4.2 Shipping Instructions - FOB Destination and DDP

Incoterms 2000 "DDP Delivered Duty Paid" CFB Kingston, Kingston, Ontario.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

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Name: Marta Porter
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston ON., K7L 1X3
Telephone: 613-547-7587
Facsimile: 613-545-8067
E-mail address: marta.porter@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 *(To be entered at time of 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.

5.3 Contractor's Representative *(To be entered by the Bidder)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment – Limitation of Expenditures – 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 C, 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 Applicable Taxes are extra.
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 Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204-Direct Request by Customer Department

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.
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.

9. Certifications

9.1

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification

10. Applicable Laws

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

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 2010C (2014-06-26) – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Inspection Report & CFB Kingston Valve Survey;
- (e) Annex C, Basis of Payment;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, DND 626 Task Authorization Form;
- (h) the Contractor's bid dated _____.

12. Insurance Requirements

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

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

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

13. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
B1501C (2006-06-16) Electrical Equipment

ANNEX "A"

STATEMENT OF WORK

PART 1 - GENERAL

1.1 Description of Work

1. Work requirement is to provide all labour, materials and equipment required to carry out Inspection and Maintenance of Pneumatic Control Devices and Air Drives at various areas within CFB Kingston.
2. Work is required to provide Test Certification that all Safety Relief Valves meet Technical Standards Safety Authority (T.S.S.A.) operating standards.
3. Safety valve inspections are to be conducted annually, certifying or recertifying 33% of the valves each year.
4. Call-ins for inspection and recalibration of instrumentation controls to be twice annually, in either Spring or Autumn, at low functioning capacity; as well as mid-Winter in high functioning capacity.

1.2 Systems

1. All Pneumatic Control and equipment connected to and involved in, the operation and controlling of all boilers and auxiliary equipment is described in Annex A and Annex B.
2. Safety Relief Valves are as described in Annex B.
3. The description of the systems/valves and information provided is based on the latest information available. It is the Contractors responsibility to ensure that the Technical Authority is notified of any discrepancies and/or new systems encountered.

1.3 Codes

1. Work is to be performed in accordance with the latest editions of the National Building Code of Canada (NBC), Canadian Plumbing Code, Technical Standards Safety Act (T.S.S.A.), Piping Code (B31.1), Canadian Electrical Code and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
2. Meet or exceed requirements of:
 1. contract documents,
 2. specified standards, codes and referenced documents.

1.4 Trade Certification

1. All work shall be performed by trade's people holding a certificate of qualification (Compulsory/Voluntary) or a registered apprentice for the applicable trade in the Province of Ontario.
 1. All Electrical, Plumbing and Heating work shall be performed by certified Plumbers, Steamfitters and Electricians.
 2. Contractors shall submit copies of these qualifications to the Technical Authority prior to start of Contract or upon request at any time.

1.5 Estimates

1. Written estimates for work shall be submitted to the Technical Authority for budget costing and approval before work can commence.

PART 2 - PRODUCTS

2.1 Materials

1. Products, materials, equipment and articles incorporated in the work shall be new, not damaged or defective and of the best quality compatible with specifications for the purposes intended. If requested, furnish evidence as to type, source and quality of products provided.
2. Materials and parts used shall be those specified by the manufacturer of the equipment or an approved alternate.
3. Defective products, whenever identified, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility. Remove and replace products at own expense.
4. If, in an emergency, the Contractor installs parts other than those specified, the Contractor shall replace them with specified parts before claiming payment but not claim for other than specified parts shall be made.
5. All replacement parts or materials not under warranty, whether serviceable or unserviceable, shall be returned to the Technical Authority on completion of work.
6. Inspections: All oil, grease, detergents, rags, gaskets, packing, washers, screws, nuts and bolts and the like and other minor parts or components required and installed up to the value of Five (\$5.00) dollars for each part, excluding markup as stated in the contract, shall be provided by the Contractor without charge. Parts or components up to a value of Thirty-five (\$35.00) dollars excluding markup as stated in the contract do not require prior approval for installation as part of the inspection.

PART 3 - EXECUTION

3.1 Service Calls

1. The Contractor shall provide service when requested twenty-four (24) hours a day, seven (7) days per week, including holidays. Regular hours are from 07:30 a.m. to 4:00 p.m.
2. The Contractor shall advise the Technical Authority of the telephone number at which the Contractors representatives may be contracted.
3. The Contractor shall not refuse any call for service requested by the Technical Authority and shall carry out the service as indicated:
 1. respond to regular work requirements within eight (8) hours of receipt of call.
4. The Contractor shall complete all work to the satisfaction of the Technical Authority.

3.2 Authorization

1. The Contractor, on receipt of a Contract for this work, shall be advised by the Technical Authority, in writing, of the name of personnel who are authorized to request service.
2. When service is required, the Technical Authority representative will notify the Contractor by telephone, Telex, Facsimile or by other means.
3. A DND 626 Task Authorization Form will be made out detailing the work submitted to the Contractor. The Contractor shall pick the DND 626 forms up at Contract's Inspection, 6 Moro Street (H36), McNaughton Barracks.

4. The Serviceperson or Contractors representative must report back to the Technical Authority. All work is subject to an on-site inspection for certification.

3.3 Inspections

1. The inspection shall be made at a date and time as arranged and approved by the Technical Authority. All Pneumatic Control Devices and allied equipment and controls within the Central Heating Plant shall be cleaned, inspected, oiled, greased, filters cleaned or replaced, minor repairs made, check control calibration and leave controls in safe operating condition at the end of the inspection.
2. Inspection to include complete combustion testing and recording over the complete load range of each boiler and controls adjusted to insure optimum fuel efficiency when firing both gas and oil.
3. The Contractor shall provide all materials as per para 2.1.6 for the inspections.
4. In addition, on completion of the inspection, the Contractor shall present a written report, Annex B, to the Technical Authority including, if any, recommendations for alterations, modification or major repairs or replacements considered necessary for the continued efficient operation of the equipment.

3.4 Certification

1. Certify all Base safety relief valves using appropriate certification techniques in accordance with the size and type of safety relief valve. i.e: AVK spring set tests where applicable, removal and transport for steam testing where necessary and to effect the re-installation where required.
2. Re-tag safety relief valves with updated

information plate and support with Test Certificate indicating SRV's meet T.S.S.A. standards.

3. On completion of valve certification, the Contractor shall present an updated Annex B, to the Technical Authority.

3.5 Workmanship

1. Work shall be neat, accurately fitted and finished in accordance with best trade practices. Install all materials, in strict accordance with the manufacturer's recommendations using mechanics skilled in the trade.

3.6 Additional Drawings

1. Technical Authority may furnish additional drawings to assist in the proper execution of work. These will be issued for clarification purposes only. Such drawings shall have the same meaning and intent as if they were included with original drawings.

3.7 Temporary Facilities

1. The Contractor shall furnish and maintain all equipment such as ladders, scaffold, etc., as may be required for the proper execution of the work.
2. Use of Department of National Defence (DND) Property
 1. Contractor, sub-contractor(s) and all personnel performing work of this Contract shall not use any tools, equipment, materials, buildings, structures or any other property owned, rented or leased by DND unless authorized in writing by the Technical Authority.
3. For the purposes of this Contract temporary electrical power and water may be provided, free of charge, subject to DND requirements and approval of the Technical Authority.

4. Remove temporary facilities from site when directed by the Technical Authority.

3.8 Use of Facilities

1. The Contractor shall take all necessary precautions to protect and prevent damage to any structures and all surrounding property and installations. Damage caused by the Contractor shall be made good without undue delay, to the satisfaction of the Technical Authority.
2. Confine apparatus and operation of workers to limits as directed by Technical Authority.

3.9 Building Smoking Environment

1. Comply with NO-SMOKING policy in all DND Buildings.

3.10 Construction Safety Measures

1. Observe construction safety measures of National Building Code Part 8, Canada Labour Code, Ontario Health and Safety Act & Regulations, Workplace Safety and Insurance Board (WSIB) and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
2. The Contractor shall provide any required equipment, materials or safety devices in order to follow specific safe work practices.
 1. Contractor to ensure equipment and safety devices are properly maintained and used according to manufacturers' or designer's instructions.
3. Contractor is responsible for ensuring all Contractors personnel have the necessary Canadian Standards Association (CSA)

approved protective devices required to perform all work safely and that employees are trained on the Personal Protective Equipment (PPE).

4. Contractor and Contractors On-site Supervisor must be able to recognize hazards on site and implement appropriate measure to eliminate or control those hazards.
5. Contractor and all Contractors personnel are required to wear CSA approved protective head gear and safety footwear.
 1. All personnel are required to maintain PPE in good condition and free from defects.
6. Where particular materials, equipment, protective devices, or safe work practices are required, Contractors must ensure that affected workers comply with the requirements and use materials and equipment properly.

3.11 Fire Safety Requirements

1. Fire Department Briefing:
 1. Technical Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Base Fire Chief (BFC) or BFC designated personnel before any work is commenced.
2. Reporting Fires:
 1. Know the location of nearest fire alarm pull station and telephone, in an emergency phone number (911).
 2. Report immediately all fire incidents as follows:
 1. activate nearest fire alarm pull station; or
 2. telephone - 911.
 3. Person activating fire alarm pull station or reporting a fire via telephone shall remain near the main entrance to the building to direct Fire Department to scene of fire.
 4. When reporting a fire by telephone, give

location of fire, name or number of building and/or street address and be prepared to verify location.

5. Report all fire incidents to the Base

Fire Chief (Ext 5400).

3. Hazardous Substances and/or Tasks
 1. Work entailing the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.
 2. Obtain from the Base Fire Chief (BFC) or BFC designated personnel a "Permit" for work involving construction heaters, welding, cutting and soldering, the use of acetylene, oxy-acetylene, gas operated equipment (i.e. saws, etc), propane and blow torches, in buildings or facilities.
4. Fire Extinguishers:
 1. Supply serviceable fire extinguishers, as scaled by the Base Fire Chief (BFC) or BFC designated personnel, necessary to protect, the work in progress and the Contractors physical plant on site.
5. Questions and/or Clarification:
 1. Direct any questions or clarification on Fire Safety in addition to the above requirements to the Base Fire Chief (BFC) or BFC designated personnel.
6. Fire Inspection:
 1. Site inspections by the Base Fire Chief (BFC) or BFC designated personnel will be coordinated through the Technical Authority.
 2. Allow the Base Fire Chief (BFC) or BFC designated personnel unrestricted access to the work site.
 3. Co-operate with the Base Fire Chief (BFC) or BFC designated personnel during routine fire safety inspections of the work site.
 4. Immediately remedy all unsafe fire

situations observed by the Base Fire Chief (BFC) or BFC designated personnel.

3.12 Environmental Protection

1. Contractors shall comply with all Federal, Provincial or Municipal regulatory requirements guidelines for environmental protection and natural resource conservation.
2. Work site is subject to inspection by the Base Environmental Officer (B Env O) or designated personnel without prior notice. Failure to comply with environmental requirements may result in a STOP WORK order or financial penalty commensurate with repair of the damage. Contractor shall be unable to request extra funding to meet environmental requirements.
3. Contractor is responsible to be aware of environmental requirements and the necessary best management practices and pollution control measures necessary to meet them. Contact the B Env O, Ext 4373, if there are any questions.

3.13 WHMIS

1. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
2. Deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.

3.14 Cleaning and Completion

1. Conduct cleaning and disposal operations in accordance with Federal, Provincial or

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Municipal regulatory requirements and
guidelines for environmental protection.

2. The Contractor shall keep the site of the work tidy at all times, debris shall not be allowed to accumulate.
3. Remove excess materials, debris and spoils, plant and equipment and leave all areas of work clean to the satisfaction of the Technical authority.

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ANNEX "B"

INSPECTION REPORT & CFB KINGSTON VALVE SURVEY

(attached)

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ANNEX "C"

BASIS OF PAYMENT

The all-inclusive DDP Delivered Duty Paid pricing will remain firm for the period of the Contract. The pricing must be firm in Canadian currency and exclude HST. The pricing is for provision of services as detailed in the Statement of Work in Annex A and the attached appendices found in Annex B.

Year 1: Date of award to September 30, 2015
Year 2: October 1, 2015 to September 30, 2016
Year 3: October 1, 2016 to September 30, 2017.

Pricing Basis "A"

Twice yearly inspection of Boiler. All Pneumatic Control Devices and allied equipment and controls with in the Central Heating Plant shall be cleaned, inspected, oiled, greased, filters cleaned or replaced, minor repairs made, check control calibration and leave controls in safe operating condition. Inspection to include complete combustion testing and recording over the complete load range of each boiler and controls adjusted to insure optimum fuel efficiency when firing both gas and oil. All work to be completed in accordance with the specification herein as Annex "A". Specifically Section 3.3, Inspections.

Lot Price for inspection of all equipment, usage twice per pricing period

Year 1 \$ _____ Year 2 \$ _____ Year 3 \$ _____

Pricing Basis "B" for certification of equipment as and when requested by Canada

Bidders must provide an all inclusive hourly price to provide all labour, equipment, and materials required to complete the following equipment certification.

Certify all Base safety valves using appropriate certification techniques in accordance with the size and type of safety relief valve. i.e.; AVK spring set tests where applicable, remove and transport for steam testing where necessary and to effect the reinstallation where required. All work to be completed in accordance with the specification included herein as Annex "A". Specifically Section 3.4, Certifications.

Estimated usage: 160 hours per pricing period.

Year 1 \$ _____ Year 2 \$ _____ Year 3 \$ _____

Pricing Basis "C" for additional service calls as and when requested by Canada

Service call is to include Transportation/Travelling Expenses for equipment and personnel (from Contractor site to CFB Kingston locations) and first hour of on-site Productive Labour. Charges for Service Calls will not apply if the crew is already on-site for other work. Labour rate is an all inclusive price for second and subsequent hours of on-site productive labour.

Regular Hours – Monday to Friday 07:30 to 17:00
Outside Regular Hours – Monday to Friday Prior to 07:30 or After 17:00
Weekends and Statutory Holidays

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Service Call in Rate: (including 1st hour of on-site productive labour)

Requirement	Estimated Usage per pricing period	Call in rate Year 1	Call in rate Year 2	Call in rate Year 3
Technician				
Regular Hours	4 calls	\$ _____	\$ _____	\$ _____
Outside Regular Hours	1 call	\$ _____	\$ _____	\$ _____
Weekends/Statutory Holidays	1 call	\$ _____	\$ _____	\$ _____
Trades Helper				
Regular Hours	4 calls	\$ _____	\$ _____	\$ _____
Outside Regular Hours	1 call	\$ _____	\$ _____	\$ _____
Weekends/Statutory Holidays	1 call	\$ _____	\$ _____	\$ _____

Labour only, for work after 1st hour of on-site productive labour of Service call up;

Requirement	Estimated Usage per pricing period	Call in rate Year 1	Call in rate Year 2	Call in rate Year 3
Technician				
Regular Hours	28 hours	\$ _____	\$ _____	\$ _____
Outside Regular Hours	7 hours	\$ _____	\$ _____	\$ _____
Weekends/Statutory Holidays	7 hours	\$ _____	\$ _____	\$ _____
Trades Helper				
Regular Hours	28 hours	\$ _____	\$ _____	\$ _____
Outside Regular Hours	7 hours	\$ _____	\$ _____	\$ _____
Weekends/Statutory Holidays	7 hours	\$ _____	\$ _____	\$ _____

Pricing Basis "D", Materials and Replacement Parts: (except free issue) used by all trades, at laid down cost, plus a markup of _____%, excluding HST. Estimated usage \$5,000 per pricing period.

ANNEX "D"

INSURANCE REQUIREMENTS

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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$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

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

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ANNEX "E"

**DND 626 TASK AUTHORIZATION FORM
(attached)**

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.